



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: 06-02-2025

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 0802 5020 DMV2500000001 1	Change Order No:	0	Procurement Folder:	1708430
Document Name:	Janitorial Services FY26			Reason for Modification:	
Document Description:	Janitorial Services FY26				
Procurement Type:	Central Delivery Order				
Buyer Name:	Kristine E James				
Telephone:	304-414-7104				
Email:	kristy.e.james@wv.gov				
Shipping Method:	Best Way			Master Agreement Number: CMA 0212 WVRFJAN23 1	
Free on Board:	FOB Dest, Freight Prepaid				

VENDOR	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:	Requestor Name: Cecil W Loyd Requestor Phone: (304) 872-8781 Requestor Email: cecil.w.loyd@wv.gov																				
Discount Details:	<b>2025</b> FILE LOCATION _____																				
<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		
		Discount Allowed	Discount Percentage	Discount Days																	
#1		No	0.0000	0																	
#2		No																			
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
MANAGER ACCOUNTS PAYABLE DIVISION OF MOTOR VEHICLES  5707 MACCORKLE AVE. S.E., SUITE 200  CHARLESTON WV 25304  US	304-926-3960 DIVISION OF MOTOR VEHICLES  RECEIVING AND PROCESSING  5707 MACCORKLE AVENUE, S.E. SUITE 200  CHARLESTON WV 25317  US

Total Order Amount: \$569,300.12

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION

DATE: *Mark Kest* 6/05/2025  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *Cody Kest* 6-6-25  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Janitorial Services FY26

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	76110000	1240.00000	HOUR	\$22.1500	\$27,466.00
Service From	Service To	Manufacturer	Model No	Delivery Date	

**Commodity Line Description:** Janitorial Services - Summersville DMV**Extended Description:**Nicholas Co. Sheltered Workshop dba Bright Horizons Hourly Pricing per the attached.  
Summersville DMV

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	76110000	1240.00000	HOUR	\$24.4400	\$30,305.60
Service From	Service To	Manufacturer	Model No	Delivery Date	

**Commodity Line Description:** Janitorial Services - Martinsburg DMV**Extended Description:**Developmental Center and Workshop Hourly Pricing per the attached.  
Martinsburg DMV

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	76110000	1240.00000	HOUR	\$24.4400	\$30,305.60
Service From	Service To	Manufacturer	Model No	Delivery Date	

**Commodity Line Description:** Janitorial Services - Keyser DMV**Extended Description:**Developmental Center and Workshop Hourly Pricing per the attached.  
Keyser DMV

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	76110000	1178.00000	HOUR	\$24.4400	\$28,790.32
Service From	Service To	Manufacturer	Model No	Delivery Date	

**Commodity Line Description:** Janitorial Services - Charles Town DMV**Extended Description:**Developmental Center and Workshop Hourly Pricing per the attached.  
Charles Town DMV

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	76110000	1240.00000	HOUR	\$19.8300	\$24,589.20
Service From	Service To	Manufacturer	Model No	Delivery Date	

**Commodity Line Description:** Janitorial Services - Winfield DMV**Extended Description:**Goodwill Industries of Kanawha Valley, Inc.  
Pricing per attached  
Winfield DMV

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	76110000	1612.00000	HOUR	\$19.8800	\$32,046.56
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	<b>Delivery Date</b>

**Commodity Line Description:** Janitorial Services - Kanawha Mall Branch

**Extended Description:**

Integrated Resources, Inc. Hourly Pricing per the attached.  
Kanawha Mall Branch

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	76110000	7998.00000	HOUR	\$19.8800	\$159,000.24
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	<b>Delivery Date</b>

**Commodity Line Description:** Janitorial Services - Kanawha Mall Service Center

**Extended Description:**

Integrated Resources, Inc. Hourly Pricing per the attached.  
Kanawha Mall Service Center

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	76110000	868.00000	HOUR	\$20.2600	\$17,585.68
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	<b>Delivery Date</b>

**Commodity Line Description:** Janitorial Services - Huntington DMV

**Extended Description:**

Goodwill KYOWVA Hourly Pricing per the attached.  
Huntington DMV

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	76110000	1116.00000	HOUR	\$19.8800	\$22,186.08
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	<b>Delivery Date</b>

**Commodity Line Description:** Janitorial Services - Logan DMV

**Extended Description:**

Integrated Resources Hourly Pricing per the attached.  
Logan DMV

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	76110000	3844.00000	HOUR	\$19.6600	\$75,573.04
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	<b>Delivery Date</b>

**Commodity Line Description:** Janitorial Services - Beckley DMV

**Extended Description:**

Lillian James Learning Center Hourly Pricing per the attached.  
Beckley DMV

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	76110000	868.00000	HOUR	\$19.8300	\$17,212.44
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>	<b>Model No</b>	<b>Delivery Date</b>	

**Commodity Line Description:** Janitorial Services - Flatwoods DMV

**Extended Description:**

Goodwill Industries of Kanawha Valley, Inc. Hourly Pricing per the attached.  
Flatwoods DMV

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
13	76110000	1240.00000	HOUR	\$18.8100	\$23,324.40
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>	<b>Model No</b>	<b>Delivery Date</b>	

**Commodity Line Description:** Janitorial Services - Elkins DMV

**Extended Description:**

Randolph County Sheltered Workshop dba Seneca Designs Hourly Pricing per the attached.  
Elkins DMV

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
14	76110000	1240.00000	HOUR	\$19.8300	\$24,589.20
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>	<b>Model No</b>	<b>Delivery Date</b>	

**Commodity Line Description:** Janitorial Services - Parkersburg DMV

**Extended Description:**

SW Resources Hourly Pricing per the attached.  
Parkersburg DMV

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
15	76110000	992.00000	HOUR	\$21.2600	\$21,089.92
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>	<b>Model No</b>	<b>Delivery Date</b>	

**Commodity Line Description:** Janitorial Services - Fairmont DMV

**Extended Description:**

The OP Shop Hourly Pricing per the attached.  
Fairmont DMV

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
16	76110000	248.00000	HOUR	\$19.8800	\$4,930.24
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>	<b>Model No</b>	<b>Delivery Date</b>	

**Commodity Line Description:** Janitorial Services - Kanawha Mall Warehouse

**Extended Description:**

Integrated Resources, Inc. Hourly Pricing per the attached.  
Kanawha Mall Warehouse

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
17	76110000	1240.00000	HOURL	\$24.4400	\$30,305.60
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Janitorial Services - Berkeley Springs DMV

Extended Description:  
 Developmental Center & Workshop, Inc. Hourly Pricing per the attached.  
 Berkeley Springs DMV



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

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

## Service Agreement

14.DMV.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\*:** Lillian James Learning Center

**Work Performed:** Janitorial

**Site:** DMV  
Beckley  
107 Pinecrest Drive  
Beckley, WV 25801  
rhonda.s.mckinney@wv.gov  
304-237-0086

**Billing:** DMV  
Beckley  
5707 MacCorkle Ave SE, Suite 200  
Charleston, WV 25304  
DMVAcctsPayable@wv.gov  
304-352-5929  
angie.l.chaney@wv.gov

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

**Total Agreement Pricing:** 3844.00 **Total Hours**

**Non P-Card Pricing:**

\$75,573.04 **Total Cost**

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

**P-Card Pricing:**

\$77,841.00 **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

Customer Signature

Customer Print Name

Customer Title

Date



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

**PO Box 6764 Charleston WV 25362**

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

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

## **Terms of Agreement**

**14.DMV.003.26**

**Fiscal Year 2026**

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### **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:

<b>WVARF CONTACT:</b>	<b>VENDOR CONTACT:</b>
Misty Mayville, Contract Manager	Jessica Hix
O: 681-661-0144	O:
C: 304-539-9353	C: 681-222-4896
mmayville@wvarf.org	jessica_hix@outlook.com
- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for work that fall outside the outlined scope of work will not be completed until approved by WVARF first. Please contact Andrea Higginbotham at ahigginbotham@wvarf.org to request a change.
- The customer agrees to receive electronic invoices.
- The customer agrees to furnish disposable items, including but not limited to - toilet tissue, paper towels, liquid hand soap, and trash liners.
- The vendor agrees to furnish all cleaning supplies and equipment required to perform the tasks agreed upon in the Scope of Work on the attached Workloading documentation.
- One-time floor care (strip and wax and carpet extraction 'cleaning') has been removed from the regular janitorial agreements. These services are available, but require another service agreement. Please contact WVARF at ahigginbotham@wvarf.org if you're interested in these services.
- WVARF agrees to provide services for the above amount as the "Fair Market Price" approved by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.
- To learn more about the WV State Use Program, please visit our website at [www.wvarf.org](http://www.wvarf.org).



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## PRICING

14.DMV.003.26

Fiscal Year 2026

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## PRICING

Total Agreement Amount:

<b>TOTAL AGREEMENT HOURS</b>	<b>3844.00</b>
<b>TOTAL AGREEMENT COST</b>	<b>\$75,573.04</b>
<b>TOTAL AGREEMENT COST w/Pcard</b>	<b>\$77,841.00</b>

Broken Down/Billed As Follows:

				Regular Hourly Rate	Pcard Hourly Rate
				\$19.66	\$20.25
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard
Jul 2025	22	5	341.00	\$6,704.06	\$6,905.25
Aug 2025	21	4	325.50	\$6,399.33	\$6,591.38
Sep 2025	21	4	325.50	\$6,399.33	\$6,591.38
Oct 2025	22	5	341.00	\$6,704.06	\$6,905.25
Nov 2025	17	4	263.50	\$5,180.41	\$5,335.88
Dec 2025	21	5	325.50	\$6,399.33	\$6,591.38
Jan 2026	20	4	310.00	\$6,094.60	\$6,277.50
Feb 2026	19	4	294.50	\$5,789.87	\$5,963.63
Mar 2026	22	4	341.00	\$6,704.06	\$6,905.25
Apr 2026	22	5	341.00	\$6,704.06	\$6,905.25
May 2026	20	4	310.00	\$6,094.60	\$6,277.50
Jun 2026	21	4	325.50	\$6,399.33	\$6,591.38
	248	52			



WORKLOADING FOR AGREEMENT:		14.DMV.003.26		LOCATION: BECKLEY					
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	12768	Restrooms (#)	10	Elevators (#)	0	Windows (#)	100		
VCT Tile (ft <sup>2</sup> )	19152	Fixtures (#)	46	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )	12		
Ceramic (ft <sup>2</sup> )	0	Water Fountains (#)	2	Stair Flights (#)	0	Outside (ft <sup>2</sup> )	12		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	152	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels	4		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	68	Horizontal Surf. (ft <sup>2</sup> )	300	Int 1 Side (ft <sup>2</sup> )	11		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	2	Vertical Surf. (ft <sup>2</sup> )	300	Ext Glass Doors/Panels	2		
TOTAL (ft <sup>2</sup> )	31920	ft <sup>2</sup> per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )	21		
Outside (ft <sup>2</sup> )	0	TOTAL ft <sup>2</sup> WO Mat	48	Entrance (ft <sup>2</sup> )	0				
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	4.916	248	7b	67	Baseboards	0.000	0
1b	369	Mop	1.125	52	8a	183	Clean Fountain	0.033	248
1c	385	Spray Buff	0.111	12	10a-b	84	Exterior Glass Doors/Panels	0.100	248
2a	295	Spot Vacuum (35%)	1.577	196	10c-d	84	Interior Glass Doors/Panels	0.000	0
2b	295	Vacuum	1.196	52	10e	563	Interior Windows	0.000	0
2c	294	Spot Clean (35%)	0.372	248	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.024	248	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	2.538	248	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.265	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.000	0	11d	590	Remove Trash	0.532	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	0.001	12					
5b	546	Wash Vents	0.000	0			Utility Time	0.200	
6a-6i	229	Restrooms	2.300	248					
7a	67	Remove Dirt	0.187	248			HOURS PER DAY	15.50	

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

## **JANITORIAL TASK LIST**

### **DAILY**

- o Sweep
- o Mop a different section of the floor daily to where the entire floor is mopped once a week (a little each day)
- o Spot Vacuum (35%)
- o Spot Clean (35%)
- o Walk Off Mats
- o Empty Trash/Wipe Clean
- o Restrooms
- o Remove Dirt
- o Clean Fountain
- o Exterior Glass Doors/Panels
- o Remove Trash

### **WEEKLY**

- o Vacuum
- o Reline Baskets
- o Thorough Dust

### **MONTHLY**

- o Dust Vents
- o Spray Buff



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## Service Agreement

03.DMV.018.26

Fiscal Year 2026

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### SERVICE AGREEMENT

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

**Work Performed By\*:** Developmental Center, Inc.

**Work Performed:** Janitorial

**Site:** WV DMV Berkeley Springs

**Billing:** WV DMV Berkeley Springs

101 Cavendish Drive  
Berkeley Springs, WV 25411  
tamara.l.minear@wv.gov  
240-375-2940

5707 MacCorkle Avenue, SE, Suite 200  
Charleston, WV 25304  
dmvacctspayable@wv.gov  
304-352-5929  
angie.l.chaney@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: \_\_\_\_\_

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

DocuSigned by:

Nita Hobbs

5960B720D588468

WVARF, Inc.

5/9/2025

Date

Customer Signature

Customer Title

Customer Print Name

Date



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**Fiscal Year 2026**

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<b>WVARF CONTACT:</b>	<b>VENDOR CONTACT:</b>
Gary Wolfe, Contract Manager	Tony Francis
O: 681-661-0141	O: 304-788-3046
C: 304-444-2401	C: 304-813-7901
gwolfe@wvarf.org	
- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF contact. A quality inspection will be completed.
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## PRICING

03.DMV.018.26

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## PRICING

Total Agreement Amount:

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

Broken Down/Billed As Follows:

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



WORKLOADING FOR AGREEMENT:		03.DMV.018.26		LOCATION: BERKELEY SPRINGS					
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft²)	0	Restrooms (#)	4	Elevators (#)	0	Windows (#)	17		
VCT Tile (ft²)	0	Fixtures (#)	12	Light Fixtures (ft²)	0	Inside (ft²)	15		
Ceramic (ft²)	0	Water Fountains (#)	2	Stair Flights (#)	0	Outside (ft²)	15		
Concrete (ft²)	0	Trash Receptacles (#)	35	Upholstery (ft²)	0	Int Glass Doors/Panels	0		
Vinyl/Lam (ft²)	7553	Vents (ft²)	176	Horizontal Surf. (ft²)	500	Int 1 Side (ft²)	0		
Other (ft²)	0	Walk Off Mats (#)	0	Vertical Surf. (ft²)	500	Ext Glass Doors/Panels	2		
TOTAL (ft²)	7553	ft² per WO Mat	0	Baseboard (linear ft)	18000	Ext 1 Side (ft²)	402		
Outside (ft²)	0	TOTAL ft² WO Mat	0	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	1.939	248	7b	67	Baseboards	0.000	0
1b	369	Mop	0.443	52	8a	183	Clean Fountain	0.033	248
1c	385	Spray Buff	0.044	12	10a-b	84	Exterior Glass Doors/Panels	0.957	248
2a	295	Spot Vacuum (35%)	0.000	0	10c-d	84	Interior Glass Doors/Panels	0.000	0
2b	295	Vacuum	0.000	0	10e	563	Interior Windows	0.023	12
2c	294	Spot Clean (35%)	0.000	0	10f	563	Exterior Windows	0.023	12
2e	91	Walk Off Mats	0.000	0	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.585	248	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.061	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.000	0	11d	590	Remove Trash	0.126	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	0.00028	2					
5b	546	Wash Vents	0.012	2					
6a-6i	229	Restrooms	0.600	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
- Mop a different section of the floor daily to where the entire floor is mopped once a week (a little each day)
- Empty Trash/Wipe Clean
- Restrooms
- Remove Dirt
- Exterior Glass Doors/Panels
- Remove Trash
- Clean Fountain

### **WEEKLY**

- Reline Baskets
- Thorough Dust

### **MONTHLY**

- Interior Windows
- Exterior Windows
- Spray Buff

### **TWICE A YEAR**

- Dust Vents
- Wash Vents



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

## Service Agreement

03.DMV.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\*:** Developmental Center, Inc.

**Work Performed:** Janitorial

**Site:** DMV  
Charles Town  
24 Ruland Road  
Kearneysville, WV 25430  
J.lorralne.thompson@wv.gov  
304-582-3633

**Billing:** DMV  
Charles Town  
5707 MacCorkle Ave SE, Suite 200  
Charleston, WV 25304  
DMVAcctsPayable@wv.gov  
angie.l.chaney@wv.gov  
304-352-5929

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

**Total Agreement Pricing:** 1178.00 **Total Hours**

**Non P-Card Pricing:**

\$28,790.32

**Total Cost**

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

**P-Card Pricing:**

\$29,650.26

**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 Title

Customer Print Name

Date





**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.DMV.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:**

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](http://www.wvarf.org).



West Virginia Association of Rehabilitation Facilities, Inc.

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Phone: (304) 205-7970

Fax: (304) 205-7915

## PRICING

03.DMV.015.26

Fiscal Year 2026

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

## PRICING

Total Agreement Amount:

<b>TOTAL AGREEMENT HOURS</b>	<b>1178.00</b>
<b>TOTAL AGREEMENT COST</b>	<b>\$28,790.32</b>
<b>TOTAL AGREEMENT COST w/Pcard</b>	<b>\$29,650.26</b>

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	104.50	\$2,553.98	\$2,630.27
Aug 2025	21	4	99.75	\$2,437.89	\$2,510.71
Sep 2025	21	4	99.75	\$2,437.89	\$2,510.71
Oct 2025	22	5	104.50	\$2,553.98	\$2,630.27
Nov 2025	17	4	80.75	\$1,973.53	\$2,032.48
Dec 2025	21	5	99.75	\$2,437.89	\$2,510.71
Jan 2026	20	4	95.00	\$2,321.80	\$2,391.15
Feb 2026	19	4	90.25	\$2,205.71	\$2,271.59
Mar 2026	22	4	104.50	\$2,553.98	\$2,630.27
Apr 2026	22	5	104.50	\$2,553.98	\$2,630.27
May 2026	20	4	95.00	\$2,321.80	\$2,391.15
Jun 2026	21	4	99.75	\$2,437.89	\$2,510.71
	248	52			

WORKLOADING FOR AGREEMENT: 03.DMV.015.26													
Agreement Type		Janitorial	Agreement Period		7/1/2025		6/30/2026		Days/Week	5	Agreement Days		248
LOCATION PROFILE													
Carpet (ft <sup>2</sup> )		5834	Restrooms (#)		4		Elevators (#)		0		Windows (#)		0
VCT Tile (ft <sup>2</sup> )		431	Fixtures (#)		13		Light Fixtures (ft <sup>2</sup> )		0		Inside (ft <sup>2</sup> )		0
Ceramic (ft <sup>2</sup> )		0	Water Fountains (#)		1		Stair Flights (#)		0		Outside (ft <sup>2</sup> )		0
Concrete (ft <sup>2</sup> )		0	Trash Receptacles (#)		31		Upholstery (ft <sup>2</sup> )		0		Int Glass Doors/Panels		0
Vinyl/Lam (ft <sup>2</sup> )		0	Vents (ft <sup>2</sup> )		0		Horizontal Surf. (ft <sup>2</sup> )		500		Int 1 Side (ft <sup>2</sup> )		0
Other (ft <sup>2</sup> )		0	Walk Off Mats (#)		1		Vertical Surf. (ft <sup>2</sup> )		500		Ext Glass Doors/Panels		2
TOTAL (ft <sup>2</sup> )		6265	ft <sup>2</sup> per WO Mat		30		Baseboard (linear ft)		484		Ext 1 Side (ft <sup>2</sup> )		21
Outside (ft <sup>2</sup> )		0	TOTAL ft <sup>2</sup> WO Mat		30		Entrance (ft <sup>2</sup> )		150				
SCOPE OF WORK													
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement				
1a	486	Sweep	0.111	248	7b	67	Baseboards	0.032	52				
1b	369	Mop	0.121	248	8a	183	Clean Fountain	0.017	248				
1c	385	Spray Buff	0.000	0	10a-b	84	Exterior Glass Doors/Panels	0.100	248				
2a	295	Spot Vacuum (35%)	0.000	0	10c-d	84	Interior Glass Doors/Panels	0.000	0				
2b	295	Vacuum	2.606	248	10e	563	Interior Windows	0.000	0				
2c	294	Spot Clean (35%)	0.000	0	10f	563	Exterior Windows	0.000	0				
2e	91	Walk Off Mats	0.015	248	11a	540	Wash Light Fixtures	0.000	0				
3a	177	Empty Trash/Wipe Clean	0.518	248	11b	179	Police Entrance(25%)	0.011	248				
3b	178-177	Reline Baskets	0.054	52	11c	179	Police Parking Lot	0.000	0				
4a	69	Spot Dust (35%)	0.007	248	11d	590	Remove Trash	0.104	248				
4b	69	Thorough Dust	0.000	0	12a	588	Stairs	0.000	0				
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0				
5a	69	Dust Vents	0.000	0									
5b	546	Wash Vents	0.000	0			Utility Time	0.090					
6a-6i	229	Restrooms	0.650	248									
7a	67	Remove Dirt	0.311	248									
HOURS PER DAY											4.75		

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

## **JANITORIAL TASK LIST**

### **DAILY**

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

### **WEEKLY**

- Reline Baskets
- Baseboards



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

## Service Agreement

11.DMV.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\*:** Integrated Resources, Inc.

**Work Performed:** Janitorial

**Site:** DMV Regional Center  
Kanawha Mall Branch Office  
5707 MacCorkle Ave SE, Suite 400  
Charleston, WV 25304  
patrick.a.cremeans@wv.gov  
304-444-7107

**Billing:** DMV Regional Center  
Kanawha Mall Branch Office  
5707 MacCorkle Ave SE, Suite 200  
Charleston, WV 25304  
DMVAcctsPayable@wv.gov  
304-352-5929  
angie.l.chaney@wv.gov

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

**Total Agreement Pricing:** 1612.00 **Total Hours**

#### Non P-Card Pricing:

\$32,046.56 **Total Cost**

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

#### P-Card Pricing:

\$33,013.76 **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

Customer Signature

Customer Title

Customer Print Name

Date



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

## Terms of Agreement

11.DMV.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:

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

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

#### **VENDOR CONTACT:**

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

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





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## PRICING

11.DMV.011.26

Fiscal Year 2026

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

## PRICING

Total Agreement Amount:

<b>TOTAL AGREEMENT HOURS</b>	<b>1612.00</b>
<b>TOTAL AGREEMENT COST</b>	<b>\$32,046.56</b>
<b>TOTAL AGREEMENT COST w/Pcard</b>	<b>\$33,013.76</b>

Broken Down/Billed As Follows:

				<b>Regular Hourly Rate</b>	<b>Pcard Hourly Rate</b>
				<b>\$19.88</b>	<b>\$20.48</b>
	<b>Days</b>	<b>Weeks</b>	<b>Monthly Hours</b>	<b>Monthly Cost</b>	<b>Monthly Cost w/Pcard</b>
<b>Jul 2025</b>	<b>22</b>	<b>5</b>	<b>143.00</b>	<b>\$2,842.84</b>	<b>\$2,928.64</b>
<b>Aug 2025</b>	<b>21</b>	<b>4</b>	<b>136.50</b>	<b>\$2,713.62</b>	<b>\$2,795.52</b>
<b>Sep 2025</b>	<b>21</b>	<b>4</b>	<b>136.50</b>	<b>\$2,713.62</b>	<b>\$2,795.52</b>
<b>Oct 2025</b>	<b>22</b>	<b>5</b>	<b>143.00</b>	<b>\$2,842.84</b>	<b>\$2,928.64</b>
<b>Nov 2025</b>	<b>17</b>	<b>4</b>	<b>110.50</b>	<b>\$2,196.74</b>	<b>\$2,263.04</b>
<b>Dec 2025</b>	<b>21</b>	<b>5</b>	<b>136.50</b>	<b>\$2,713.62</b>	<b>\$2,795.52</b>
<b>Jan 2026</b>	<b>20</b>	<b>4</b>	<b>130.00</b>	<b>\$2,584.40</b>	<b>\$2,662.40</b>
<b>Feb 2026</b>	<b>19</b>	<b>4</b>	<b>123.50</b>	<b>\$2,455.18</b>	<b>\$2,529.28</b>
<b>Mar 2026</b>	<b>22</b>	<b>4</b>	<b>143.00</b>	<b>\$2,842.84</b>	<b>\$2,928.64</b>
<b>Apr 2026</b>	<b>22</b>	<b>5</b>	<b>143.00</b>	<b>\$2,842.84</b>	<b>\$2,928.64</b>
<b>May 2026</b>	<b>20</b>	<b>4</b>	<b>130.00</b>	<b>\$2,584.40</b>	<b>\$2,662.40</b>
<b>Jun 2026</b>	<b>21</b>	<b>4</b>	<b>136.50</b>	<b>\$2,713.62</b>	<b>\$2,795.52</b>
	<b>248</b>	<b>52</b>			

WORKLOADING FOR AGREEMENT: 11.DMV.011.26													
Agreement Type		Janitorial	Agreement Period		7/1/2025		6/30/2026		Days/Week	5	Agreement Days	248	
LOCATION PROFILE													
Carpet (ft <sup>2</sup> )		9050	Restrooms (#)		2		Elevators (#)		0		Windows (#)		5
VCT Tile (ft <sup>2</sup> )		976	Fixtures (#)		9		Light Fixtures (ft <sup>2</sup> )		0		Inside (ft <sup>2</sup> )		36
Ceramic (ft <sup>2</sup> )		0	Water Fountains (#)		0		Stair Flights (#)		0		Outside (ft <sup>2</sup> )		36
Concrete (ft <sup>2</sup> )		0	Trash Receptacles (#)		112		Upholstery (ft <sup>2</sup> )		0		Int Glass Doors/Panels		4
Vinyl/Lam (ft <sup>2</sup> )		0	Vents (ft <sup>2</sup> )		36		Horizontal Surf. (ft <sup>2</sup> )		200		Int 1 Side (ft <sup>2</sup> )		30
Other (ft <sup>2</sup> )		361	Walk Off Mats (#)		6		Vertical Surf. (ft <sup>2</sup> )		200		Ext Glass Doors/Panels		4
TOTAL (ft <sup>2</sup> )		10387	ft <sup>2</sup> per WO Mat		24		Baseboard (linear ft)		0		Ext 1 Side (ft <sup>2</sup> )		21
Outside (ft <sup>2</sup> )		400	TOTAL ft <sup>2</sup> WO Mat		144		Entrance (ft <sup>2</sup> )		0				
SCOPE OF WORK													
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement				
1a	486	Sweep	0.343	248	7b	67	Baseboards	0.000	0				
1b	369	Mop	0.374	248	8a	183	Clean Fountain	0.000	0				
1c	385	Spray Buff	0.000	0	10a-b	84	Exterior Glass Doors/Panels	0.200	248				
2a	295	Spot Vacuum (35%)	1.118	196	10c-d	84	Interior Glass Doors/Panels	0.060	52				
2b	295	Vacuum	0.848	52	10e	563	Interior Windows	0.003	2				
2c	294	Spot Clean (35%)	0.264	248	10f	563	Exterior Windows	0.003	2				
2e	91	Walk Off Mats	0.072	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%)	0.002	196	11d	590	Remove Trash	0.173	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			Utility Time	0.380					
5b	546	Wash Vents	0.000	0	HOURS PER DAY				6.50				
6a-6i	229	Restrooms	0.450	248									
7a	67	Remove Dirt	0.124	248									

\*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

- Restrooms
- 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
- Interior Glass Doors/Panels

## MONTHLY

- Dust Vents

## TWICE A YEAR

- 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.DMV.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\*:** Seneca Designs, Inc.

**Work Performed:** Janitorial

**Site:** DMV  
Elkins  
1029 N. Randolph Avenue  
Elkins, WV 26241  
tasha.a.roy@wv.gov  
304-642-6187

**Billing:** DMV  
Elkins  
5707 MacCorkle Ave SE, Suite 200  
Charleston, WV 25304  
DMVAcctsPayable@wv.gov  
304-352-5929  
angle.l.chaney@wv.gov

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

**Total Agreement Pricing:** 1240.00 **Total Hours**

**Non P-Card Pricing:**

\$23,324.40 **Total Cost**

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

**P-Card Pricing:**

\$24,018.80 **Total Cost w/Pcard**

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

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

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

DocuSigned by:

Nita Hobbs

WVARF, Inc.

5/9/2025

Date

Customer Signature

Customer Title

Customer Print Name

Date



**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.DMV.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:

<b>WV ARF CONTACT:</b>	<b>VENDOR CONTACT:</b>
Gary Wolfe, Contract Manager	Maria Smith
O: 681-661-0141	O: 304-636-1638
C: 304-444-2401	C:
gwolfe@wvarf.org	maria@senecadesigns.com
- If an issue arises with the quality of services being provided, the customer agrees to contact WV ARF at the above WV ARF contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for work that fall outside the outlined scope of work will not be completed until approved by WV ARF first. Please contact Andrea Higginbotham at ahigginbotham@wvarf.org to request a change.
- The customer agrees to receive electronic invoices.
- The customer agrees to furnish disposable items, including but not limited to - toilet tissue, paper towels, liquid hand soap, and trash liners.
- The vendor agrees to furnish all cleaning supplies and equipment required to perform the tasks agreed upon in the Scope of Work on the attached Workloading documentation.
- One-time floor care (strip and wax and carpet extraction 'cleaning') has been removed from the regular janitorial agreements. These services are available, but require another service agreement. Please contact WV ARF at ahigginbotham@wvarf.org if you're interested in these services.
- WV ARF agrees to provide services for the above amount as the "Fair Market Price" approved by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.
- To learn more about the WV State Use Program, please visit our website at [www.wvarf.org](http://www.wvarf.org).



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

## PRICING

23.DMV.006.26

Fiscal Year 2026

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

## PRICING

Total Agreement Amount:

<b>TOTAL AGREEMENT HOURS</b>	<b>1240.00</b>
<b>TOTAL AGREEMENT COST</b>	<b>\$23,324.40</b>
<b>TOTAL AGREEMENT COST w/Pcard</b>	<b>\$24,018.80</b>

Broken Down/Billed As Follows:

				<b>Regular Hourly Rate</b>	<b>Pcard Hourly Rate</b>
				<b>\$18.81</b>	<b>\$19.37</b>
	<b>Days</b>	<b>Weeks</b>	<b>Monthly Hours</b>	<b>Monthly Cost</b>	<b>Monthly Cost w/Pcard</b>
<b>Jul 2025</b>	<b>22</b>	<b>5</b>	<b>110.00</b>	<b>\$2,069.10</b>	<b>\$2,130.70</b>
<b>Aug 2025</b>	<b>21</b>	<b>4</b>	<b>105.00</b>	<b>\$1,975.05</b>	<b>\$2,033.85</b>
<b>Sep 2025</b>	<b>21</b>	<b>4</b>	<b>105.00</b>	<b>\$1,975.05</b>	<b>\$2,033.85</b>
<b>Oct 2025</b>	<b>22</b>	<b>5</b>	<b>110.00</b>	<b>\$2,069.10</b>	<b>\$2,130.70</b>
<b>Nov 2025</b>	<b>17</b>	<b>4</b>	<b>85.00</b>	<b>\$1,598.85</b>	<b>\$1,646.45</b>
<b>Dec 2025</b>	<b>21</b>	<b>5</b>	<b>105.00</b>	<b>\$1,975.05</b>	<b>\$2,033.85</b>
<b>Jan 2026</b>	<b>20</b>	<b>4</b>	<b>100.00</b>	<b>\$1,881.00</b>	<b>\$1,937.00</b>
<b>Feb 2026</b>	<b>19</b>	<b>4</b>	<b>95.00</b>	<b>\$1,786.95</b>	<b>\$1,840.15</b>
<b>Mar 2026</b>	<b>22</b>	<b>4</b>	<b>110.00</b>	<b>\$2,069.10</b>	<b>\$2,130.70</b>
<b>Apr 2026</b>	<b>22</b>	<b>5</b>	<b>110.00</b>	<b>\$2,069.10</b>	<b>\$2,130.70</b>
<b>May 2026</b>	<b>20</b>	<b>4</b>	<b>100.00</b>	<b>\$1,881.00</b>	<b>\$1,937.00</b>
<b>Jun 2026</b>	<b>21</b>	<b>4</b>	<b>105.00</b>	<b>\$1,975.05</b>	<b>\$2,033.85</b>
	<b>248</b>	<b>52</b>			

WORKLOADING FOR AGREEMENT:		23.DMV.006.26	LOCATION: ELKINS						
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	7321	Restrooms (#)	4	Elevators (#)	0	Windows (#)	20		
VCT Tile (ft <sup>2</sup> )	563	Fixtures (#)	25	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )	16		
Ceramic (ft <sup>2</sup> )	0	Water Fountains (#)	0	Stair Flights (#)	0	Outside (ft <sup>2</sup> )	16		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	46	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels	4		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	0	Horizontal Surf. (ft <sup>2</sup> )	200	Int 1 Side (ft <sup>2</sup> )	14		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	6	Vertical Surf. (ft <sup>2</sup> )	200	Ext Glass Doors/Panels	6		
TOTAL (ft <sup>2</sup> )	7884	ft <sup>2</sup> per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )	21		
Outside (ft <sup>2</sup> )	0	TOTAL ft <sup>2</sup> WO Mat	144	Entrance (ft <sup>2</sup> )	0				
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	0.145	248	7b	67	Baseboards	0.000	0
1b	369	Mop	0.033	52	8a	183	Clean Fountain	0.000	0
1c	385	Spray Buff	0.001	2	10a-b	84	Exterior Glass Doors/Panels	0.300	248
2a	295	Spot Vacuum (35%)	0.904	196	10c-d	84	Interior Glass Doors/Panels	0.028	52
2b	295	Vacuum	0.686	52	10e	563	Interior Windows	0.005	2
2c	294	Spot Clean (35%)	0.214	248	10f	563	Exterior Windows	0.005	2
2e	91	Walk Off Mats	0.072	248	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.768	248	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.080	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.003	236	11d	590	Remove Trash	0.131	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	52					
5b	546	Wash Vents	0.000	4			Utility Time	0.250	
6a-6i	229	Restrooms	1.250	248					
7a	67	Remove Dirt	0.124	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
- Mop a different section of the floor daily to where the entire floor is mopped once a week (a little each day)
- Spot Vacuum (35%)
- Spot Clean (35%)
- Walk Off Mats
- Empty Trash/Wipe Clean
- Spot Dust (35%)
- Restrooms
- Remove Dirt
- Exterior Glass Doors/Panels
- Remove Trash

### **WEEKLY**

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

### **MONTHLY**

- Thorough Dust

### **FOUR TIMES A YEAR**

- Wash Vents

### **TWICE A YEAR**

- Spray Buff
- Interior Windows
- Exterior Windows



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

## Service Agreement

25.DMV.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\*:** The Op Shop, Inc.

**Work Performed:** Janitorial

**Site:** DMV  
Fairmont  
2600 Middletown Commons, Suite 174  
Fairmont, WV 26554  
april.l.bosley@wv.gov  
681-455-7615

**Billing:** DMV  
Fairmont  
5707 MacCorkle Ave SE, Suite 200  
Charleston, WV 25304  
DMVAcctsPayable@wv.gov  
304-352-5929  
angie.l.chaney@wv.gov

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

**Total Agreement Pricing:** 992.00 **Total Hours**

**Non P-Card Pricing:**

\$21,089.92 **Total Cost**

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

**P-Card Pricing:**

\$21,724.80 **Total Cost w/Pcard**

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

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

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

DocuSigned by:

Nita Hobbs

WVARF, Inc.

5/9/2025

Date

Customer Signature

Commissioner

Customer Print Name

Date





**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.DMV.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:

<b>WVARF CONTACT:</b>	<b>VENDOR CONTACT:</b>
Gary Wolfe, Contract Manager	Jarod Butcher
O: 681-661-0141	O: 304-366-5737
C: 304-444-2401	C: 304-612-4757
gwolfe@wvarf.org	theopshopjb@gmail.com
- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for work that fall outside the outlined scope of work will not be completed until approved by WVARF first. Please contact Andrea Higginbotham at ahigginbotham@wvarf.org to request a change.
- The customer agrees to receive electronic invoices.
- The customer agrees to furnish disposable items, including but not limited to - toilet tissue, paper towels, liquid hand soap, and trash liners.
- The vendor agrees to furnish all cleaning supplies and equipment required to perform the tasks agreed upon in the Scope of Work on the attached Workloading documentation.
- One-time floor care (strip and wax and carpet extraction 'cleaning') has been removed from the regular janitorial agreements. These services are available, but require another service agreement. Please contact WVARF at ahigginbotham@wvarf.org if you're interested in these services.
- WVARF agrees to provide services for the above amount as the "Fair Market Price" approved by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.
- To learn more about the WV State Use Program, please visit our website at [www.wvarf.org](http://www.wvarf.org).





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## PRICING

25.DMV.013.26

Fiscal Year 2026

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

## PRICING

Total Agreement Amount:

<b>TOTAL AGREEMENT HOURS</b>	<b>992.00</b>
<b>TOTAL AGREEMENT COST</b>	<b>\$21,089.92</b>
<b>TOTAL AGREEMENT COST w/Pcard</b>	<b>\$21,724.80</b>

Broken Down/Billed As Follows:

				<b>Regular Hourly Rate</b>	<b>Pcard Hourly Rate</b>
				<b>\$21.26</b>	<b>\$21.90</b>
	<b>Days</b>	<b>Weeks</b>	<b>Monthly Hours</b>	<b>Monthly Cost</b>	<b>Monthly Cost w/Pcard</b>
<b>Jul 2025</b>	<b>22</b>	<b>5</b>	<b>88.00</b>	<b>\$1,870.88</b>	<b>\$1,927.20</b>
<b>Aug 2025</b>	<b>21</b>	<b>4</b>	<b>84.00</b>	<b>\$1,785.84</b>	<b>\$1,839.60</b>
<b>Sep 2025</b>	<b>21</b>	<b>4</b>	<b>84.00</b>	<b>\$1,785.84</b>	<b>\$1,839.60</b>
<b>Oct 2025</b>	<b>22</b>	<b>5</b>	<b>88.00</b>	<b>\$1,870.88</b>	<b>\$1,927.20</b>
<b>Nov 2025</b>	<b>17</b>	<b>4</b>	<b>68.00</b>	<b>\$1,445.68</b>	<b>\$1,489.20</b>
<b>Dec 2025</b>	<b>21</b>	<b>5</b>	<b>84.00</b>	<b>\$1,785.84</b>	<b>\$1,839.60</b>
<b>Jan 2026</b>	<b>20</b>	<b>4</b>	<b>80.00</b>	<b>\$1,700.80</b>	<b>\$1,752.00</b>
<b>Feb 2026</b>	<b>19</b>	<b>4</b>	<b>76.00</b>	<b>\$1,615.76</b>	<b>\$1,664.40</b>
<b>Mar 2026</b>	<b>22</b>	<b>4</b>	<b>88.00</b>	<b>\$1,870.88</b>	<b>\$1,927.20</b>
<b>Apr 2026</b>	<b>22</b>	<b>5</b>	<b>88.00</b>	<b>\$1,870.88</b>	<b>\$1,927.20</b>
<b>May 2026</b>	<b>20</b>	<b>4</b>	<b>80.00</b>	<b>\$1,700.80</b>	<b>\$1,752.00</b>
<b>Jun 2026</b>	<b>21</b>	<b>4</b>	<b>84.00</b>	<b>\$1,785.84</b>	<b>\$1,839.60</b>
	<b>248</b>	<b>52</b>			

WORKLOADING FOR AGREEMENT: 25.DMV.013.26									
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	0	Restrooms (#)	2	Elevators (#)	0	Windows (#)	4		
VCT Tile (ft <sup>2</sup> )	0	Fixtures (#)	5	Light Fixtures (ft <sup>2</sup> )	420	Inside (ft <sup>2</sup> )	15		
Ceramic (ft <sup>2</sup> )	0	Water Fountains (#)	2	Stair Flights (#)	0	Outside (ft <sup>2</sup> )	15		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	24	Upholstery (ft <sup>2</sup> )	300	Int Glass Doors/Panels	0		
Vinyl/Lam (ft <sup>2</sup> )	4582	Vents (ft <sup>2</sup> )	92	Horizontal Surf. (ft <sup>2</sup> )	300	Int 1 Side (ft <sup>2</sup> )	0		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	4	Vertical Surf. (ft <sup>2</sup> )	300	Ext Glass Doors/Panels	1		
TOTAL (ft <sup>2</sup> )	4582	ft <sup>2</sup> per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )	21		
Outside (ft <sup>2</sup> )	0	TOTAL ft <sup>2</sup> WO Mat	96	Entrance (ft <sup>2</sup> )	0				
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	1.176	248	7b	67	Baseboards	0.000	0
1b	369	Mop	1.283	248	8a	183	Clean Fountain	0.033	248
1c	385	Spray Buff	0.000	0	10a-b	84	Exterior Glass Doors/Panels	0.050	248
2a	295	Spot Vacuum (35%)	0.000	0	10c-d	84	Interior Glass Doors/Panels	0.000	0
2b	295	Vacuum	0.000	0	10e	563	Interior Windows	0.000	0
2c	294	Spot Clean (35%)	0.000	248	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.048	248	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	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%)	0.004	236	11d	590	Remove Trash	0.076	248
4b	69	Thorough Dust	0.006	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	0.001	12					
5b	546	Wash Vents	0.000	0			Utility Time	0.440	
6a-6i	229	Restrooms	0.250	248					
7a	67	Remove Dirt	0.187	248					
HOURS PER DAY								4.00	

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

## **JANITORIAL TASK LIST**

### **DAILY**

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

### **WEEKLY**

- Reline Baskets

### **MONTHLY**

- Thorough Dust
- Dust Vents



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

## Service Agreement

31.DMV.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\*:** SW Resources, Inc.

**Work Performed:** Janitorial

**Site:** DMV  
Flatwoods  
295 Skidmore Lane  
Sutton, WV 26601  
linda.s.collins@wv.gov  
304-677-4338

**Billing:** DMV  
Flatwoods  
5707 MacCorkle Ave SE, Suite 200  
Charleston, WV 25304  
DMVAcctsPayable@wv.gov  
304-352-5929  
angie.l.chaney@wv.gov

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

**Total Agreement Pricing:** 868.00 **Total Hours**

**Non P-Card Pricing:**

**\$17,212.44 Total Cost**

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

**P-Card Pricing:**

**\$17,724.56 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

5B60B720DE8846B...

WVARF, Inc.

5/9/2025

Date

Customer Signature

Customer Title

Customer Print Name

Date



**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.DMV.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:

<b>WVARF CONTACT:</b>	<b>VENDOR CONTACT:</b>
Misty Mayville, Contract Manager	dmitchell@goodwillsummit.com
O: 681-661-0144	304-346-0811
C: 304-539-9353	klilly@goodwillsummit.com
mmayville@wvarf.org	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](http://www.wvarf.org).



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

## PRICING

31.DMV.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	868.00
TOTAL AGREEMENT COST	\$17,212.44
TOTAL AGREEMENT COST w/Pcard	\$17,724.56

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	77.00	\$1,526.91	\$1,572.34
Aug 2025	21	4	73.50	\$1,457.51	\$1,500.87
Sep 2025	21	4	73.50	\$1,457.51	\$1,500.87
Oct 2025	22	5	77.00	\$1,526.91	\$1,572.34
Nov 2025	17	4	59.50	\$1,179.89	\$1,214.99
Dec 2025	21	5	73.50	\$1,457.51	\$1,500.87
Jan 2026	20	4	70.00	\$1,388.10	\$1,429.40
Feb 2026	19	4	66.50	\$1,318.70	\$1,357.93
Mar 2026	22	4	77.00	\$1,526.91	\$1,572.34
Apr 2026	22	5	77.00	\$1,526.91	\$1,572.34
May 2026	20	4	70.00	\$1,388.10	\$1,429.40
Jun 2026	21	4	73.50	\$1,457.51	\$1,500.87
	248	52			



WORKLOADING FOR AGREEMENT: 31.DMV.016.26									
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft²)	4598	Restrooms (#)	2	Elevators (#)	0	Windows (#)	0		
VCT Tile (ft²)	258	Fixtures (#)	4	Light Fixtures (ft²)	0	Inside (ft²)	0		
Ceramic (ft²)	0	Water Fountains (#)	0	Stair Flights (#)	0	Outside (ft²)	0		
Concrete (ft²)	0	Trash Receptacles (#)	17	Upholstery (ft²)	0	Int Glass Doors/Panels	2		
Vinyl/Lam (ft²)	56	Vents (ft²)	64	Horizontal Surf. (ft²)	500	Int 1 Side (ft²)	336		
Other (ft²)	0	Walk Off Mats (#)	2	Vertical Surf. (ft²)	500	Ext Glass Doors/Panels	0		
TOTAL (ft²)	4912	ft² per WO Mat	24	Baseboard (linear ft)	976	Ext 1 Side (ft²)	0		
Outside (ft²)	0	TOTAL ft² WO Mat	48	Entrance (ft²)	36				
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	0.081	248	7b	67	Baseboards	0.015	12
1b	369	Mop	0.088	248	8a	183	Clean Fountain	0.000	0
1c	385	Spray Buff	0.000	0	10a-b	84	Exterior Glass Doors/Panels	0.000	0
2a	295	Spot Vacuum (35%)	0.568	196	10c-d	84	Interior Glass Doors/Panels	0.800	248
2b	295	Vacuum	0.431	52	10e	563	Interior Windows	0.000	0
2c	294	Spot Clean (35%)	0.134	248	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.024	248	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.284	248	11b	179	Police Entrance(25%)	0.003	248
3b	178-177	Reline Baskets	0.030	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.006	196	11d	590	Remove Trash	0.082	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	0.0001	1					
5b	546	Wash Vents	0.000	0			Utility Time	0.400	
6a-6i	229	Restrooms	0.200	248					
7a	67	Remove Dirt	0.311	248			HOURS PER DAY	3.50	

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

# JANITORIAL TASK LIST

## DAILY

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

## WEEKLY

- o Vacuum
- o Reline Baskets
- o Thorough Dust

## MONTHLY

- o Baseboards

## YEARLY

- o Dust Vents





West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

## Service Agreement

08.DMV.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\*:** Goodwill Industries of KYOWVA Area, Inc.

**Work Performed:** Janitorial

**Site:** DMV  
Huntington  
801 Madison Avenue  
Huntington, WV 25701  
melissa.g.cantrell@wv.gov  
304-412-5238

**Billing:** DMV  
Huntington  
5707 MacCorkle Ave SE, Suite 200  
Charleston, WV 25304  
DMVAcctsPayable@wv.gov  
304-352-5929  
angie.l.chaney@wv.gov

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

**Total Agreement Pricing:** 868.00 **Total Hours**

**Non P-Card Pricing:**

**\$17,585.68 Total Cost**

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

**P-Card Pricing:**

**\$18,115.16 Total Cost w/Pcard**

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

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

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

DocuSigned by:

Nita Hobbs

5B80B720DF8468

WVARF, Inc.

5/9/2025

Date

Customer Signature

Customer Title

Customer Print Name

Date



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

**PO Box 6764 Charleston WV 25362**

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

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

## ***Terms of Agreement***

**08.DMV.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:

<b>WV ARF CONTACT:</b>	<b>VENDOR CONTACT:</b>
Misty Mayville, Contract Manager	Sally Nelson
O: 681-661-0144	D: 304-523-7461 ext. 430
C: 304-539-9353	C: 304-751-6398
mmayville@wvarf.org	sallynelson@goodwillhunting.org
- If an issue arises with the quality of services being provided, the customer agrees to contact WV ARF at the above WV ARF contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for work that fall outside the outlined scope of work will not be completed until approved by WV ARF first. Please contact Andrea Higginbotham at ahigginbotham@wvarf.org to request a change.
- The customer agrees to receive electronic invoices.
- The customer agrees to furnish disposable items, including but not limited to - toilet tissue, paper towels, liquid hand soap, and trash liners.
- The vendor agrees to furnish all cleaning supplies and equipment required to perform the tasks agreed upon in the Scope of Work on the attached Workloading documentation.
- One-time floor care (strip and wax and carpet extraction 'cleaning') has been removed from the regular janitorial agreements. These services are available, but require another service agreement. Please contact WV ARF at ahigginbotham@wvarf.org if you're interested in these services.
- WV ARF agrees to provide services for the above amount as the "Fair Market Price" approved by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.
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## PRICING

08.DMV.004.26

Fiscal Year 2026

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

## PRICING

Total Agreement Amount:

<b>TOTAL AGREEMENT HOURS</b>	<b>868.00</b>
<b>TOTAL AGREEMENT COST</b>	<b>\$17,585.68</b>
<b>TOTAL AGREEMENT COST w/Pcard</b>	<b>\$18,115.16</b>

Broken Down/Billed As Follows:

				<b>Regular Hourly Rate</b>	<b>Pcard Hourly Rate</b>
				<b>\$20.26</b>	<b>\$20.87</b>
	<b>Days</b>	<b>Weeks</b>	<b>Monthly Hours</b>	<b>Monthly Cost</b>	<b>Monthly Cost w/Pcard</b>
<b>Jul 2025</b>	22	5	77.00	\$1,560.02	\$1,606.99
<b>Aug 2025</b>	21	4	73.50	\$1,489.11	\$1,533.95
<b>Sep 2025</b>	21	4	73.50	\$1,489.11	\$1,533.95
<b>Oct 2025</b>	22	5	77.00	\$1,560.02	\$1,606.99
<b>Nov 2025</b>	17	4	59.50	\$1,205.47	\$1,241.77
<b>Dec 2025</b>	21	5	73.50	\$1,489.11	\$1,533.95
<b>Jan 2026</b>	20	4	70.00	\$1,418.20	\$1,460.90
<b>Feb 2026</b>	19	4	66.50	\$1,347.29	\$1,387.86
<b>Mar 2026</b>	22	4	77.00	\$1,560.02	\$1,606.99
<b>Apr 2026</b>	22	5	77.00	\$1,560.02	\$1,606.99
<b>May 2026</b>	20	4	70.00	\$1,418.20	\$1,460.90
<b>Jun 2026</b>	21	4	73.50	\$1,489.11	\$1,533.95
	<b>248</b>	<b>52</b>			

WORKLOADING FOR AGREEMENT: 08.DMV.004.26									
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	5055	Restrooms (#)	2	Elevators (#)	0	Windows (#)	8		
VCT Tile (ft <sup>2</sup> )	0	Fixtures (#)	16	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )	18		
Ceramic (ft <sup>2</sup> )	0	Water Fountains (#)	0	Stair Flights (#)	0	Outside (ft <sup>2</sup> )	18		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	52	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels	2		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	36	Horizontal Surf. (ft <sup>2</sup> )	200	Int 1 Side (ft <sup>2</sup> )	60		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	4	Vertical Surf. (ft <sup>2</sup> )	200	Ext Glass Doors/Panels	4		
<b>TOTAL (ft<sup>2</sup>)</b>	<b>5055</b>	<b>ft<sup>2</sup> per WO Mat</b>	<b>24</b>	<b>Baseboard (linear ft)</b>	<b>0</b>	<b>Ext 1 Side (ft<sup>2</sup>)</b>	<b>21</b>		
Outside (ft <sup>2</sup> )	400	<b>TOTAL ft<sup>2</sup> WO Mat</b>	<b>96</b>	Entrance (ft <sup>2</sup> )	400				
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	0.000	248	7b	67	Baseboards	0.000	0
1b	369	Mop	0.000	248	8a	183	Clean Fountain	0.000	0
1c	385	Spray Buff	0.000	12	10a-b	84	Exterior Glass Doors/Panels	0.200	248
2a	295	Spot Vacuum (35%)	0.625	196	10c-d	84	Interior Glass Doors/Panels	0.060	52
2b	295	Vacuum	0.473	52	10e	563	Interior Windows	0.002	2
2c	294	Spot Clean (35%)	0.147	248	10f	563	Exterior Windows	0.002	2
2e	91	Walk Off Mats	0.048	248	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.868	248	11b	179	Police Entrance(25%)	0.030	248
3b	178-177	Reline Baskets	0.091	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.002	196	11d	590	Remove Trash	0.084	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	0.000	0			Utility Time	0.040	
6a-6i	229	Restrooms	0.800	248					
7a	67	Remove Dirt	0.006	12					
<b>HOURS PER DAY</b>								<b>3.50</b>	

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

# JANITORIAL TASK LIST

## DAILY

- 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 Exterior Glass Doors/Panels
- o Police Entrance(25%)
- o Remove Trash

## WEEKLY

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

## MONTHLY

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

## TWICE A YEAR

- o Interior Windows
- o Exterior Windows



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

## Service Agreement

03.DMV.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\*:** Developmental Center, Inc.

**Work Performed:** Janitorial

**Site:** DMV  
Keyser  
196 North Tornado Way  
Keyser, WV 26726  
charles.e.russell@wv.gov  
304-813-7046

**Billing:** DMV  
Keyser  
5707 MacCorkle Ave SE, Suite 200  
Charleston, WV 25304  
DMVAcctsPayable@wv.gov  
angie.l.chaney@wv.gov  
304-352-5929

**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 WVARF

DocuSigned by:

Nita Hobbs

WVARF, Inc.

5/9/2025

Date

Customer Signature

Customer Title

Customer Print Name

Date





**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.DMV.014.26**

**Fiscal Year 2026**

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

### **TERMS OF AGREEMENT**

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- 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.
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## PRICING

03.DMV.014.26

Fiscal Year 2026

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

## PRICING

Total Agreement Amount:

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

Broken Down/Billed As Follows:

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

WORKLOADING FOR AGREEMENT:		03.DMV.014.26		LOCATION: KEYSER					
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	0	Restrooms (#)	5	Elevators (#)	0	Windows (#)	0		
VCT Tile (ft <sup>2</sup> )	6885	Fixtures (#)	12	Light Fixtures (ft <sup>2</sup> )	62	Inside (ft <sup>2</sup> )	0		
Ceramic (ft <sup>2</sup> )	0	Water Fountains (#)	0	Stair Flights (#)	0	Outside (ft <sup>2</sup> )	0		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	31	Upholstery (ft <sup>2</sup> )	0	Weekly Glass Doors/Panels	1		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	58	Horizontal Surf. (ft <sup>2</sup> )	500	Total (ft <sup>2</sup> )	500		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	4	Vertical Surf. (ft <sup>2</sup> )	500	Daily Glass Doors/Panels	1		
TOTAL (ft <sup>2</sup> )	6885	ft <sup>2</sup> per WO Mat	15	Baseboard (linear ft)	0	Total (ft <sup>2</sup> )	528		
Outside (ft <sup>2</sup> )	500	TOTAL ft <sup>2</sup> WO Mat	60	Entrance (ft <sup>2</sup> )	40				
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	1.767	248	7b	67	Baseboards	0.000	0
1b	369	Mop	0.404	52	8a	183	Clean Fountain	0.000	0
1c	385	Spray Buff	0.000	0	10a-b	84	Daily Glass Doors/Panels	0.629	248
2a	295	Spot Vacuum (35%)	0.000	0	10c-d	84	Weekly Glass Doors/Panels	0.125	52
2b	295	Vacuum	0.000	0	10e	563	Interior Windows	0.000	0
2c	294	Spot Clean (35%)	0.000	0	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.030	248	11a	540	Wash Light Fixtures	0.000	2
3a	177	Empty Trash/Wipe Clean	0.518	248	11b	179	Police Entrance(25%)	0.001	52
3b	178-177	Reline Baskets	0.054	52	11c	179	Police Parking Lot	0.031	52
4a	69	Spot Dust (35%)	0.000	0	11d	590	Remove Trash	0.115	248
4b	69	Thorough Dust	0.042	52	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.000	2					
5b	546	Wash Vents	0.004	2			Utility Time	0.370	
6a-6i	229	Restrooms	0.600	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](http://issa.com) or contact WVARF.

## **JANITORIAL TASK LIST**

### **DAILY**

- o Sweep
- o Mop a different section of the floor daily to where the entire floor is mopped once a week (a little each day)
- o Walk Off Mats
- o Empty Trash/Wipe Clean
- o Restrooms
- o Remove Dirt
- o Interior Glass & Panels
- o Remove Trash

### **WEEKLY**

- o Reline Baskets
- o Thorough Dust
- o Exterior Glass Doors/Panels
- o Police Entrance(25%)
- o Police Parking Lot

### **TWICE A YEAR**

- o Dust Vents
- o Wash Vents
- o Wash Light Fixtures



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

## Service Agreement

11.DMV.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\*:** Integrated Resources, Inc.

**Work Performed:** Janitorial

**Site:** DMV  
Logan  
428 Main Street  
Logan, WV 25601  
kathy.a.hurt@wv.gov  
304-792-0227

**Billing:** DMV  
Logan  
5707 MacCorkle Ave SE, Suite 200  
Charleston, WV 25304  
DMVAcctsPayable@wv.gov  
304-352-5929  
angie.l.chaney@wv.gov

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

**Total Agreement Pricing:** 1116.00 **Total Hours**

**Non P-Card Pricing:**

\$22,186.08

**Total Cost**

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

**P-Card Pricing:**

\$22,855.68

**Total Cost w/Pcard**

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

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

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

DocuSigned by:

Nita Hobbs

5B60B720DEF8468

WVARF, Inc.

5/9/2025

Date

Customer Signature

Customer Title

Customer Print Name

Date



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

**PO Box 6764 Charleston WV 25362**

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

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

## **Terms of Agreement**

**11.DMV.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:

<b>WV ARF CONTACT:</b>	<b>VENDOR CONTACT:</b>
Misty Mayville, Contract Manager	Greg Mullens
O: 681-661-0144	O: 304-294-5610
C: 304-539-9353	C: 304-673-8074
mmayville@wvarf.org	gmullens@lriwv.com
- If an issue arises with the quality of services being provided, the customer agrees to contact WV ARF at the above WV ARF contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for work that fall outside the outlined scope of work will not be completed until approved by WV ARF first. Please contact Andrea Higginbotham at ahigginbotham@wvarf.org to request a change.
- The customer agrees to receive electronic invoices.
- The customer agrees to furnish disposable items, including but not limited to - toilet tissue, paper towels, liquid hand soap, and trash liners.
- The vendor agrees to furnish all cleaning supplies and equipment required to perform the tasks agreed upon in the Scope of Work on the attached Workloading documentation.
- One-time floor care (strip and wax and carpet extraction 'cleaning') has been removed from the regular janitorial agreements. These services are available, but require another service agreement. Please contact WV ARF at ahigginbotham@wvarf.org if you're interested in these services.
- WV ARF agrees to provide services for the above amount as the "Fair Market Price" approved by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.
- To learn more about the WV State Use Program, please visit our website at [www.wvarf.org](http://www.wvarf.org).



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

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## PRICING

11.DMV.005.26

Fiscal Year 2026

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

## PRICING

Total Agreement Amount:

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

Broken Down/Billed As Follows:

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



WORKLOADING FOR AGREEMENT: 11.DMV.005.26									
Agreement Type	Janitorial	Agreement Period	7/1/2025	5/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	6360	Restrooms (#)	4	Elevators (#)	0	Windows (#)		15	
VCT Tile (ft <sup>2</sup> )	140	Fixtures (#)	12	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )		60	
Ceramic (ft <sup>2</sup> )	15	Water Fountains (#)	2	Stair Flights (#)	0	Outside (ft <sup>2</sup> )		60	
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	38	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels		2	
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	32	Horizontal Surf. (ft <sup>2</sup> )	300	Int 1 Side (ft <sup>2</sup> )		60	
Other (ft <sup>2</sup> )	85	Walk Off Mats (#)	4	Vertical Surf. (ft <sup>2</sup> )	300	Ext Glass Doors/Panels		4	
<b>TOTAL (ft<sup>2</sup>)</b>	<b>6600</b>	ft <sup>2</sup> per WO Mat	15	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )		21	
Outside (ft <sup>2</sup> )	400	<b>TOTAL ft<sup>2</sup> WO Mat</b>	<b>60</b>	Entrance (ft <sup>2</sup> )	400				
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	0.062	248	7b	67	Baseboards	0.000	0
1b	369	Mop	0.067	248	8a	183	Clean Fountain	0.033	248
1c	385	Spray Buff	0.001	12	10a-b	84	Exterior Glass Doors/Panels	0.200	248
2a	295	Spot Vacuum (35%)	0.786	196	10c-d	84	Interior Glass Doors/Panels	0.000	0
2b	295	Vacuum	0.596	52	10e	563	Interior Windows	0.014	2
2c	294	Spot Clean (35%)	0.186	248	10f	563	Exterior Windows	0.014	2
2e	91	Walk Off Mats	0.030	248	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.635	248	11b	179	Police Entrance(25%)	0.030	248
3b	178-177	Reline Baskets	0.066	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.004	248	11d	590	Remove Trash	0.110	248
4b	69	Thorough Dust	0.000	0	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. Furniture	0.000	0	12b	589	Elevator	0.000	0
5a	69	Dust Vents	0.001	52					
5b	546	Wash Vents	0.004	4			Utility Time	0.870	
6a-6i	229	Restrooms	0.600	248					
7a	67	Remove Dirt	0.187	248					
<b>HOURS PER DAY</b>								<b>4.50</b>	

\*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 Police Entrance(25%)
- o Remove Trash

## WEEKLY

- o Vacuum
- o Reline Baskets
- o Dust Vents

## MONTHLY

- o Spray Buff

## FOUR TIMES A YEAR

- o Wash Vents

## TWICE A YEAR

- o Interior Windows
- o Exterior Windows



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

## Service Agreement

03.DMV.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\*:** Developmental Center, Inc.

**Work Performed:** Janitorial

**Site:** DMV  
Martinsburg  
38 Severna Parkway  
Martinsburg, WV 25403  
donna.b.beitel@wv.gov  
304-671-1147

**Billing:** DMV  
Martinsburg  
5707 MacCorkle Ave SE, Suite 200  
Charleston, WV 25304  
DMVAcctsPayable@wv.gov  
angie.l.chaney@wv.gov  
304-352-5929

**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 WVARF

DocuSigned by:

Nita Hobbs

WVARF, Inc.

5/9/2025

Date

Customer Signature

Commissioner

Customer Title

Customer Print Name

Date



**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.DMV.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:

<b>WVARF CONTACT:</b>	<b>VENDOR CONTACT:</b>
Gary Wolfe, Contract Manager	Tony Francis
O: 681-661-0141	O: 304-788-3046
C: 304-444-2401	C: 304-813-7901
gwolfe@wvarf.org	
- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for work that fall outside the outlined scope of work will not be completed until approved by WVARF first. Please contact Andrea Higginbotham at [ahigginbotham@wvarf.org](mailto: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](mailto:ahigginbotham@wvarf.org) if you're interested in these services.
- WVARF agrees to provide services for the above amount as the "Fair Market Price" approved by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.
- To learn more about the WV State Use Program, please visit our website at [www.wvarf.org](http://www.wvarf.org).



West Virginia Association of Rehabilitation Facilities, Inc.

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## PRICING

03.DMV.008.26

Fiscal Year 2026

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

## PRICING

Total Agreement Amount:

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

Broken Down/Billed As Follows:

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

WORKLOADING FOR AGREEMENT:		03.DMV.008.26	LOCATION: MARTINSBURG						
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	247	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )		Restrooms (#)	4	Elevators (#)	0	Windows (#)	11		
VCT Tile (ft <sup>2</sup> )	8289	Fixtures (#)	16	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )	36		
Ceramic (ft <sup>2</sup> )	711	Water Fountains (#)	2	Stair Flights (#)	0	Outside (ft <sup>2</sup> )	36		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	42	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels	11		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	24	Horizontal Surf. (ft <sup>2</sup> )	200	Int 1 Side (ft <sup>2</sup> )	18		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	2	Vertical Surf. (ft <sup>2</sup> )	200	Ext Glass Doors/Panels	2		
TOTAL (ft <sup>2</sup> )	9000	ft <sup>2</sup> per WO Mat	24	Baseboard (linear ft)	0	Ext 1 Side (ft <sup>2</sup> )	21		
Outside (ft <sup>2</sup> )	400	TOTAL ft <sup>2</sup> WO Mat	48	Entrance (ft <sup>2</sup> )	400				
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	2.319	248	7b	67	Baseboards	0.000	0
1b	369	Mop	0.531	52	8a	183	Clean Fountain	0.034	248
1c	385	Spray Buff	0.009	2	10a-b	84	Exterior Glass Doors/Panels	0.100	248
2a	295	Spot Vacuum (35%)	0.000	196	10c-d	84	Interior Glass Doors/Panels	0.473	248
2b	295	Vacuum	0.000	52	10e	563	Interior Windows	0.006	2
2c	294	Spot Clean (35%)	0.000	248	10f	563	Exterior Windows	0.006	2
2e	91	Walk Off Mats	0.024	248	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.704	248	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.074	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.000	0	11d	590	Remove Trash	0.151	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	0.000039	2					
5b	546	Wash Vents	0.002	2					
6a-6i	229	Restrooms	0.803	248					
7a	67	Remove Dirt	0.125	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](http://issa.com) or contact WVARF.

## **JANITORIAL TASK LIST**

### **DAILY**

- o Sweep
- o Mop a different section of the floor daily to where the entire floor is mopped once a week (a little each day)
- o Spot Vacuum (35%)
- o Spot Clean (35%)
- o Walk Off Mats
- o Empty Trash/Wipe Clean
- o Restrooms
- o Remove Dirt
- o Clean Fountain
- o Exterior Glass Doors/Panels
- o Interior Glass Doors/Panels
- o Police Entrance(25%)
- o Remove Trash

### **WEEKLY**

- o Vacuum
- o Reline Baskets
- o Thorough Dust

### **TWICE A YEAR**

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



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

## Service Agreement

31.DMV.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\*:** SW Resources, Inc.

**Work Performed:** Janitorial

**Site:** DMV  
Parkersburg  
601 Lubeck Avenue  
Parkersburg, WV 26101  
kathy.l.myers@wv.gov  
304-834-2117

**Billing:** DMV  
Parkersburg  
5707 MacCorkle Ave SE, Suite 200  
Charleston, WV 25304  
DMVAcctsPayable@wv.gov  
304-352-5929  
angie.l.chaney@wv.gov

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

**Total Agreement Pricing:** 1240.00 **Total Hours**

**Non P-Card Pricing:**

\$24,589.20

**Total Cost**

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

**P-Card Pricing:**

\$25,320.80

**Total Cost w/Pcard**

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

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

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

DocuSigned by:

Nita Hobbs

5B60B720DE88468

WVARF, Inc.

5/9/2025

Date

Customer Signature

Customer Title

Customer Print Name

Date





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.DMV.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:

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



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

## PRICING

31.DMV.010.26

Fiscal Year 2026

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

## PRICING

Total Agreement Amount:

<b>TOTAL AGREEMENT HOURS</b>	<b>1240.00</b>
<b>TOTAL AGREEMENT COST</b>	<b>\$24,589.20</b>
<b>TOTAL AGREEMENT COST w/Pcard</b>	<b>\$25,320.80</b>

Broken Down/Billed As Follows:

				<b>Regular Hourly Rate</b>	<b>Pcard Hourly Rate</b>
				<b>\$19.83</b>	<b>\$20.42</b>
	<b>Days</b>	<b>Weeks</b>	<b>Monthly Hours</b>	<b>Monthly Cost</b>	<b>Monthly Cost w/Pcard</b>
<b>Jul 2025</b>	<b>22</b>	<b>5</b>	<b>110.00</b>	<b>\$2,181.30</b>	<b>\$2,246.20</b>
<b>Aug 2025</b>	<b>21</b>	<b>4</b>	<b>105.00</b>	<b>\$2,082.15</b>	<b>\$2,144.10</b>
<b>Sep 2025</b>	<b>21</b>	<b>4</b>	<b>105.00</b>	<b>\$2,082.15</b>	<b>\$2,144.10</b>
<b>Oct 2025</b>	<b>22</b>	<b>5</b>	<b>110.00</b>	<b>\$2,181.30</b>	<b>\$2,246.20</b>
<b>Nov 2025</b>	<b>17</b>	<b>4</b>	<b>85.00</b>	<b>\$1,685.55</b>	<b>\$1,735.70</b>
<b>Dec 2025</b>	<b>21</b>	<b>5</b>	<b>105.00</b>	<b>\$2,082.15</b>	<b>\$2,144.10</b>
<b>Jan 2026</b>	<b>20</b>	<b>4</b>	<b>100.00</b>	<b>\$1,983.00</b>	<b>\$2,042.00</b>
<b>Feb 2026</b>	<b>19</b>	<b>4</b>	<b>95.00</b>	<b>\$1,883.85</b>	<b>\$1,939.90</b>
<b>Mar 2026</b>	<b>22</b>	<b>4</b>	<b>110.00</b>	<b>\$2,181.30</b>	<b>\$2,246.20</b>
<b>Apr 2026</b>	<b>22</b>	<b>5</b>	<b>110.00</b>	<b>\$2,181.30</b>	<b>\$2,246.20</b>
<b>May 2026</b>	<b>20</b>	<b>4</b>	<b>100.00</b>	<b>\$1,983.00</b>	<b>\$2,042.00</b>
<b>Jun 2026</b>	<b>21</b>	<b>4</b>	<b>105.00</b>	<b>\$2,082.15</b>	<b>\$2,144.10</b>
	<b>248</b>	<b>52</b>			

WORKLOADING FOR AGREEMENT:		31.DMV.010.26	LOCATION: PARKERSBURG						
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	5589	Restrooms (#)	4	Elevators (#)	0	Windows (#)	17		
VCT Tile (ft <sup>2</sup> )	338	Fixtures (#)	27	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )	15		
Ceramic (ft <sup>2</sup> )	1827	Water Fountains (#)	0	Stair Flights (#)	0	Outside (ft <sup>2</sup> )	15		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	31	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels	5		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	18	Horizontal Surf. (ft <sup>2</sup> )	200	Int 1 Side (ft <sup>2</sup> )	19		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	2	Vertical Surf. (ft <sup>2</sup> )	200	Ext Glass Doors/Panels	8		
<b>TOTAL (ft<sup>2</sup>)</b>	<b>7754</b>	<b>ft<sup>2</sup> per WO Mat</b>	<b>24</b>	<b>Baseboard (linear ft)</b>	<b>0</b>	<b>Ext 1 Side (ft<sup>2</sup>)</b>	<b>21</b>		
Outside (ft <sup>2</sup> )	400	<b>TOTAL ft<sup>2</sup> WO Mat</b>	<b>48</b>	<b>Entrance (ft<sup>2</sup>)</b>	<b>400</b>				
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	0.556	248	7b	67	Baseboards	0.000	0
1b	369	Mop	0.127	52	8a	183	Clean Fountain	0.000	0
1c	385	Spray Buff	0.013	12	10a-b	84	Exterior Glass Doors/Panels	0.400	248
2a	295	Spot Vacuum (35%)	0.550	156	10c-d	84	Interior Glass Doors/Panels	0.047	52
2b	295	Vacuum	0.926	92	10e	563	Interior Windows	0.004	2
2c	294	Spot Clean (35%)	0.163	248	10f	563	Exterior Windows	0.004	2
2e	91	Walk Off Mats	0.024	248	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.518	248	11b	179	Police Entrance(25%)	0.030	248
3b	178-177	Reline Baskets	0.054	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.002	196	11d	590	Remove Trash	0.129	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	0.001	2					
6a-6i	229	Restrooms	1.350	248					
7a	67	Remove Dirt	0.124	248					
<b>HOURS PER DAY</b>								<b>5.00</b>	

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

## **JANITORIAL TASK LIST**

### **DAILY**

- o Sweep
- o Mop a different section of the floor daily to where the entire floor is mopped once a week (a little each day)
- o Spot Clean (35%)
- o Walk Off Mats
- o Empty Trash/Wipe Clean
- o Spot Dust (35%)
- o Restrooms
- o Remove Dirt
- o Exterior Glass Doors/Panels
- o Police Entrance(25%)
- o Remove Trash

### **EVERY MON/WED/FRI**

- o Spot Vacuum (35%)

### **EVERY TUE/THUR**

- o Vacuum

### **WEEKLY**

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

### **MONTHLY**

- o Spray Buff
- o Dust Vents

### **TWICE A YEAR**

- o Wash Vents
- o Interior Windows
- o Exterior Windows



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

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Fax: (304) 205-7915

## Service Agreement

31.DMV.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. (WVARF)

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

**Work Performed:** Janitorial

**Site:** DMV Putnam  
Winfield/Teays Valley/Hurricane  
116 Liberty Square  
Hurricane, WV 25526  
angela.k.thaxton@wv.gov  
304-541-5455

**Billing:** DMV Putnam  
Winfield/Teays Valley/Hurricane  
5707 MacCorkle Ave SE, Suite 200  
Charleston, WV 25304  
DMVAcctsPayable@wv.gov  
304-352-5929  
angie.l.chaney@wv.gov

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

**Total Agreement Pricing:** 1240.00 **Total Hours**

**Non P-Card Pricing:**

\$24,589.20 **Total Cost**

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

**P-Card Pricing:**

\$25,320.80 **Total Cost w/Pcard**

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

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

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

DocuSigned by:

Nita Hobbs

5960B730DE88465

WVARF, Inc.

5/9/2025

Date

Customer Signature

Customer Title

Customer Print Name

Date



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

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Fax: (304) 205-7915

## Terms of Agreement

31.DMV.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:**

Misty Mayville, Contract Manager  
O: 681-661-0144  
C: 304-539-9353  
mmayville@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 WV ARF at the above WV ARF contact. A quality inspection will be completed.
- The vendor agrees to complete the scope of work as outlined in the attached Workloading documentation. Any requests for work that fall outside the outlined scope of work will not be completed until approved by WV ARF first. Please contact Andrea Higginbotham at ahigginbotham@wvarf.org to request a change.
- The customer agrees to receive electronic invoices.
- The customer agrees to furnish disposable items, including but not limited to - toilet tissue, paper towels, liquid hand soap, and trash liners.
- The vendor agrees to furnish all cleaning supplies and equipment required to perform the tasks agreed upon in the Scope of Work on the attached Workloading documentation.
- One-time floor care (strip and wax and carpet extraction 'cleaning') has been removed from the regular janitorial agreements. These services are available, but require another service agreement. Please contact WV ARF at ahigginbotham@wvarf.org if you're interested in these services.
- WV ARF agrees to provide services for the above amount as the "Fair Market Price" approved by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.
- To learn more about the WV State Use Program, please visit our website at [www.wvarf.org](http://www.wvarf.org).





West Virginia Association of Rehabilitation Facilities, Inc.

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## PRICING

31.DMV.002.26

Fiscal Year 2026

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

## PRICING

Total Agreement Amount:

<b>TOTAL AGREEMENT HOURS</b>	<b>1240.00</b>
<b>TOTAL AGREEMENT COST</b>	<b>\$24,589.20</b>
<b>TOTAL AGREEMENT COST w/Pcard</b>	<b>\$25,320.80</b>

Broken Down/Billed As Follows:

				<b>Regular Hourly Rate</b>	<b>Pcard Hourly Rate</b>
				<b>\$19.83</b>	<b>\$20.42</b>
	<b>Days</b>	<b>Weeks</b>	<b>Monthly Hours</b>	<b>Monthly Cost</b>	<b>Monthly Cost w/Pcard</b>
<b>Jul 2025</b>	<b>22</b>	<b>5</b>	<b>110.00</b>	<b>\$2,181.30</b>	<b>\$2,246.20</b>
<b>Aug 2025</b>	<b>21</b>	<b>4</b>	<b>105.00</b>	<b>\$2,082.15</b>	<b>\$2,144.10</b>
<b>Sep 2025</b>	<b>21</b>	<b>4</b>	<b>105.00</b>	<b>\$2,082.15</b>	<b>\$2,144.10</b>
<b>Oct 2025</b>	<b>22</b>	<b>5</b>	<b>110.00</b>	<b>\$2,181.30</b>	<b>\$2,246.20</b>
<b>Nov 2025</b>	<b>17</b>	<b>4</b>	<b>85.00</b>	<b>\$1,685.55</b>	<b>\$1,735.70</b>
<b>Dec 2025</b>	<b>21</b>	<b>5</b>	<b>105.00</b>	<b>\$2,082.15</b>	<b>\$2,144.10</b>
<b>Jan 2026</b>	<b>20</b>	<b>4</b>	<b>100.00</b>	<b>\$1,983.00</b>	<b>\$2,042.00</b>
<b>Feb 2026</b>	<b>19</b>	<b>4</b>	<b>95.00</b>	<b>\$1,883.85</b>	<b>\$1,939.90</b>
<b>Mar 2026</b>	<b>22</b>	<b>4</b>	<b>110.00</b>	<b>\$2,181.30</b>	<b>\$2,246.20</b>
<b>Apr 2026</b>	<b>22</b>	<b>5</b>	<b>110.00</b>	<b>\$2,181.30</b>	<b>\$2,246.20</b>
<b>May 2026</b>	<b>20</b>	<b>4</b>	<b>100.00</b>	<b>\$1,983.00</b>	<b>\$2,042.00</b>
<b>Jun 2026</b>	<b>21</b>	<b>4</b>	<b>105.00</b>	<b>\$2,082.15</b>	<b>\$2,144.10</b>
	<b>248</b>	<b>52</b>			



WORKLOADING FOR AGREEMENT:		31.DMV.002.26	LOCATION: WINFIELD						
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	3884	Restrooms (#)	4	Elevators (#)	0	Windows (#)	8		
VCT Tile (ft <sup>2</sup> )	4301	Fixtures (#)	24	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )	88		
Ceramic (ft <sup>2</sup> )	0	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft <sup>2</sup> )	88		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	47	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels	2		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	24	Horizontal Surf. (ft <sup>2</sup> )	80	Int 1 Side (ft <sup>2</sup> )	77		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	2	Vertical Surf. (ft <sup>2</sup> )	80	Ext Glass Doors/Panels	4		
<b>TOTAL (ft<sup>2</sup>)</b>	<b>8185</b>	<b>ft<sup>2</sup> per WO Mat</b>	<b>24</b>	<b>Baseboard (linear ft)</b>	<b>0</b>	<b>Ext 1 Side (ft<sup>2</sup>)</b>	<b>21</b>		
Outside (ft <sup>2</sup> )	400	<b>TOTAL ft<sup>2</sup> WO Mat</b>	<b>48</b>	Entrance (ft <sup>2</sup> )	400				
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	1.104	248	7b	67	Baseboards	0.000	0
1b	369	Mop	0.253	52	8a	183	Clean Fountain	0.017	248
1c	385	Spray Buff	0.108	52	10a-b	84	Exterior Glass Doors/Panels	0.200	248
2a	295	Spot Vacuum (35%)	0.480	196	10c-d	84	Interior Glass Doors/Panels	0.077	52
2b	295	Vacuum	0.364	52	10e	563	Interior Windows	0.011	2
2c	294	Spot Clean (35%)	0.113	248	10f	563	Exterior Windows	0.011	2
2e	91	Walk Off Mats	0.024	248	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.785	248	11b	179	Police Entrance(25%)	0.006	52
3b	178-177	Reline Baskets	0.082	52	11c	179	Police Parking Lot	0.025	52
4a	69	Spot Dust (35%)	0.001	196	11d	590	Remove Trash	0.136	248
4b	69	Thorough Dust	0.007	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	0.002	2					
6a-6i	229	Restrooms	1.200	248					
7a	67	Remove Dirt	0.050	248					
<b>HOURS PER DAY</b>								<b>5.00</b>	

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

## **JANITORIAL TASK LIST**

### **DAILY**

- o Sweep
- o Mop a different section of the floor daily to where the entire floor is mopped once a week (a little each day)
- o Spot Vacuum (35%)
- o Spot Clean (35%)
- o Walk Off Mats
- o Empty Trash/Wipe Clean
- o Spot Dust (35%)
- o Restrooms
- o Remove Dirt
- o Clean Fountain
- o Exterior Glass Doors/Panels
- o Remove Trash

### **WEEKLY**

- o Spray Buff
- o Vacuum
- o Reline Baskets
- o Interior Glass Doors/Panels
- o Police Entrance(25%)
- o Police Parking Lot

### **MONTHLY**

- o Dust Vents

### **TWICE A YEAR**

- o Wash Vents
- o Interior Windows
- o Exterior Windows



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

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

## Service Agreement

17.DMV.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\*:** The Sheltered Workshop of Nicholas County, Inc. dba Bright Horizons

**Work Performed:** Janitorial

**Site:** DMV  
Summersville  
2 Armory Way  
Summersville, WV 26651  
kim.s.boggs@wv.gov  
304-880-0337

**Billing:** DMV  
Summersville  
5707 MacCorkle Ave SE, Suite 200  
Charleston, WV 25304  
DMVAcctsPayable@wv.gov  
304-352-5929  
angie.l.chaney@wv.gov

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

**Total Agreement Pricing:** 1240.00 **Total Hours**

**Non P-Card Pricing:**

\$27,466.00 **Total Cost**

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

**P-Card Pricing:**

\$28,284.40 **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

WVARF, Inc.

5/9/2025

Date

Customer Signature

Customer Title

Customer Print Name

Date



West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

## Terms of Agreement

17.DMV.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:**

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

#### **VENDOR CONTACT:**

Michael Gray  
O: 304-742-6202  
C: 304-880-5041  
michael@wvbrighthorizons.org

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



West Virginia Association of Rehabilitation Facilities, Inc.

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Phone: (304) 205-7970

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## PRICING

17.DMV.009.26

Fiscal Year 2026

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

## PRICING

Total Agreement Amount:

<b>TOTAL AGREEMENT HOURS</b>	<b>1240.00</b>
<b>TOTAL AGREEMENT COST</b>	<b>\$27,466.00</b>
<b>TOTAL AGREEMENT COST w/Pcard</b>	<b>\$28,284.40</b>

Broken Down/Billed As Follows:

				<b>Regular Hourly Rate</b>	<b>Pcard Hourly Rate</b>
				<b>\$22.15</b>	<b>\$22.81</b>
	<b>Days</b>	<b>Weeks</b>	<b>Monthly Hours</b>	<b>Monthly Cost</b>	<b>Monthly Cost w/Pcard</b>
<b>Jul 2025</b>	<b>22</b>	<b>5</b>	<b>110.00</b>	<b>\$2,436.50</b>	<b>\$2,509.10</b>
<b>Aug 2025</b>	<b>21</b>	<b>4</b>	<b>105.00</b>	<b>\$2,325.75</b>	<b>\$2,395.05</b>
<b>Sep 2025</b>	<b>21</b>	<b>4</b>	<b>105.00</b>	<b>\$2,325.75</b>	<b>\$2,395.05</b>
<b>Oct 2025</b>	<b>22</b>	<b>5</b>	<b>110.00</b>	<b>\$2,436.50</b>	<b>\$2,509.10</b>
<b>Nov 2025</b>	<b>17</b>	<b>4</b>	<b>85.00</b>	<b>\$1,882.75</b>	<b>\$1,938.85</b>
<b>Dec 2025</b>	<b>21</b>	<b>5</b>	<b>105.00</b>	<b>\$2,325.75</b>	<b>\$2,395.05</b>
<b>Jan 2026</b>	<b>20</b>	<b>4</b>	<b>100.00</b>	<b>\$2,215.00</b>	<b>\$2,281.00</b>
<b>Feb 2026</b>	<b>19</b>	<b>4</b>	<b>95.00</b>	<b>\$2,104.25</b>	<b>\$2,166.95</b>
<b>Mar 2026</b>	<b>22</b>	<b>4</b>	<b>110.00</b>	<b>\$2,436.50</b>	<b>\$2,509.10</b>
<b>Apr 2026</b>	<b>22</b>	<b>5</b>	<b>110.00</b>	<b>\$2,436.50</b>	<b>\$2,509.10</b>
<b>May 2026</b>	<b>20</b>	<b>4</b>	<b>100.00</b>	<b>\$2,215.00</b>	<b>\$2,281.00</b>
<b>Jun 2026</b>	<b>21</b>	<b>4</b>	<b>105.00</b>	<b>\$2,325.75</b>	<b>\$2,395.05</b>
	<b>248</b>	<b>52</b>			



WORKLOADING FOR AGREEMENT:		17.DMV.009.26		LOCATION: SUMMERSVILLE					
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	5589	Restrooms (#)	4	Elevators (#)	0	Windows (#)	17		
VCT Tile (ft <sup>2</sup> )	338	Fixtures (#)	27	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )	15		
Ceramic (ft <sup>2</sup> )	1827	Water Fountains (#)	1	Stair Flights (#)	0	Outside (ft <sup>2</sup> )	15		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	30	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels	5		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	30	Horizontal Surf. (ft <sup>2</sup> )	30	Int 1 Side (ft <sup>2</sup> )	19		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	2	Vertical Surf. (ft <sup>2</sup> )	30	Ext Glass Doors/Panels	8		
<b>TOTAL (ft<sup>2</sup>)</b>	<b>7754</b>	<b>ft<sup>2</sup> per WO Mat</b>	<b>15</b>	<b>Baseboard (linear ft)</b>	<b>0</b>	<b>Ext 1 Side (ft<sup>2</sup>)</b>	<b>21</b>		
Outside (ft <sup>2</sup> )	0	<b>TOTAL ft<sup>2</sup> WO Mat</b>	<b>30</b>	<b>Entrance (ft<sup>2</sup>)</b>	<b>0</b>				
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	0.556	248	7b	67	Baseboards	0.000	0
1b	369	Mop	0.127	52	8a	183	Clean Fountain	0.017	248
1c	385	Spray Buff	0.013	12	10a-b	84	Exterior Glass Doors/Panels	0.400	248
2a	295	Spot Vacuum (35%)	0.690	196	10c-d	84	Interior Glass Doors/Panels	0.047	52
2b	295	Vacuum	0.523	52	10e	563	Interior Windows	0.004	2
2c	294	Spot Clean (35%)	0.163	248	10f	563	Exterior Windows	0.004	2
2e	91	Walk Off Mats	0.015	248	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.501	248	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.052	52	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.000	196	11d	590	Remove Trash	0.129	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	0.001	52					
5b	546	Wash Vents	0.002	2			Utility Time	0.380	
6a-6i	229	Restrooms	1.350	248					
7a	67	Remove Dirt	0.019	248					
<b>HOURS PER DAY</b>								<b>5.00</b>	

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



## **JANITORIAL TASK LIST**

### **DAILY**

- o Sweep
- o Mop a different section of the floor daily to where the entire floor is mopped once a week (a little each day)
- o Spot Vacuum (35%)
- o Spot Clean (35%)
- o Walk Off Mats
- o Empty Trash/Wipe Clean
- o Spot Dust (35%)
- o Restrooms
- o Remove Dirt
- o Clean Fountain
- o Exterior Glass Doors/Panels
- o Remove Trash

### **WEEKLY**

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

### **MONTHLY**

- o Spray Buff

### **TWICE A YEAR**

- o Wash Vents
- o Interior Windows
- o Exterior Windows



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## Service Agreement

11.DMV.017.26

Fiscal Year 2026

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

### SERVICE AGREEMENT

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

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

**Work Performed:** Janitorial

**Site:** DMV Warehouse

**Billing:** DMV Warehouse

5707 MacCorkle Ave. S.E. Suite 50

Charleston, WV 25304

Georgina Davis

304-352-5691

georgina.davis@wv.gov

5707 MacCorkle Ave. S.E. Suite 200

Charleston, WV 25304

DMVAcctsPayable@wv.gov

304-352-5929

angle.l.chaney@wv.gov

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

**Total Agreement Pricing:** 248.00 **Total Hours**

**Non P-Card Pricing:**

\$4,930.24

**Total Cost**

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

**P-Card Pricing:**

\$5,079.04

**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

59608730DE8145E

WVARF, Inc.

5/9/2025

Date

Customer Signature

Customer Title

Customer Print Name

Date



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

**PO Box 6764 Charleston WV 25362**

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## ***Terms of Agreement***

**11.DMV.017.26**

**Fiscal Year 2026**

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### **TERMS OF AGREEMENT**

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

<b>WVARF CONTACT:</b>	<b>VENDOR CONTACT:</b>
Misty Mayville, Contract Manager	Greg Mullens
O: 681-661-0144	O: 304-294-5610
C: 304-539-9353	C: 304-673-8074
mmayville@wvarf.org	gmullens@iriwv.com
- If an issue arises with the quality of services being provided, the customer agrees to contact WVARF at the above WVARF contact. A quality inspection will be completed.
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## PRICING

11.DMV.017.26

Fiscal Year 2026

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

## PRICING

Total Agreement Amount:

<b>TOTAL AGREEMENT HOURS</b>	<b>248.00</b>
<b>TOTAL AGREEMENT COST</b>	<b>\$4,930.24</b>
<b>TOTAL AGREEMENT COST w/Pcard</b>	<b>\$5,079.04</b>

Broken Down/Billed As Follows:

				<b>Regular Hourly Rate</b>	<b>Pcard Hourly Rate</b>
				<b>\$19.88</b>	<b>\$20.48</b>
	<b>Days</b>	<b>Weeks</b>	<b>Monthly Hours</b>	<b>Monthly Cost</b>	<b>Monthly Cost w/Pcard</b>
<b>Jul 2025</b>	<b>22</b>	<b>5</b>	<b>22.00</b>	<b>\$437.36</b>	<b>\$450.56</b>
<b>Aug 2025</b>	<b>21</b>	<b>4</b>	<b>21.00</b>	<b>\$417.48</b>	<b>\$430.08</b>
<b>Sep 2025</b>	<b>21</b>	<b>4</b>	<b>21.00</b>	<b>\$417.48</b>	<b>\$430.08</b>
<b>Oct 2025</b>	<b>22</b>	<b>5</b>	<b>22.00</b>	<b>\$437.36</b>	<b>\$450.56</b>
<b>Nov 2025</b>	<b>17</b>	<b>4</b>	<b>17.00</b>	<b>\$337.96</b>	<b>\$348.16</b>
<b>Dec 2025</b>	<b>21</b>	<b>5</b>	<b>21.00</b>	<b>\$417.48</b>	<b>\$430.08</b>
<b>Jan 2026</b>	<b>20</b>	<b>4</b>	<b>20.00</b>	<b>\$397.60</b>	<b>\$409.60</b>
<b>Feb 2026</b>	<b>19</b>	<b>4</b>	<b>19.00</b>	<b>\$377.72</b>	<b>\$389.12</b>
<b>Mar 2026</b>	<b>22</b>	<b>4</b>	<b>22.00</b>	<b>\$437.36</b>	<b>\$450.56</b>
<b>Apr 2026</b>	<b>22</b>	<b>5</b>	<b>22.00</b>	<b>\$437.36</b>	<b>\$450.56</b>
<b>May 2026</b>	<b>20</b>	<b>4</b>	<b>20.00</b>	<b>\$397.60</b>	<b>\$409.60</b>
<b>Jun 2026</b>	<b>21</b>	<b>4</b>	<b>21.00</b>	<b>\$417.48</b>	<b>\$430.08</b>
	<b>248</b>	<b>52</b>			

WORKLOADING FOR AGREEMENT: 11.DMV.017.26									
Agreement Type	Janitorial	Agreement Period	7/1/2025	6/30/2026	Days/Week	5	Agreement Days	248	
LOCATION PROFILE									
Carpet (ft <sup>2</sup> )	643	Restrooms (#)	2	Elevators (#)	0	Windows (#)	0		
VCT Tile (ft <sup>2</sup> )	265	Fixtures (#)	7	Light Fixtures (ft <sup>2</sup> )	0	Inside (ft <sup>2</sup> )	0		
Ceramic (ft <sup>2</sup> )	0	Water Fountains (#)	0	Stair Flights (#)	0	Outside (ft <sup>2</sup> )	0		
Concrete (ft <sup>2</sup> )	0	Trash Receptacles (#)	18	Upholstery (ft <sup>2</sup> )	0	Int Glass Doors/Panels	0		
Vinyl/Lam (ft <sup>2</sup> )	0	Vents (ft <sup>2</sup> )	0	Horizontal Surf. (ft <sup>2</sup> )	0	Int 1 Side (ft <sup>2</sup> )	0		
Other (ft <sup>2</sup> )	0	Walk Off Mats (#)	2	Vertical Surf. (ft <sup>2</sup> )	0	Ext Glass Doors/Panels	0		
<b>TOTAL (ft<sup>2</sup>)</b>	<b>908</b>	<b>ft<sup>2</sup> per WO Mat</b>	<b>0</b>	<b>Baseboard (linear ft)</b>	<b>0</b>	<b>Ext 1 Side (ft<sup>2</sup>)</b>	<b>0</b>		
Outside (ft <sup>2</sup> )	0	<b>TOTAL ft<sup>2</sup> WO Mat</b>	<b>45</b>	<b>Entrance (ft<sup>2</sup>)</b>	<b>0</b>				
SCOPE OF WORK									
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement
1a	486	Sweep	0.000	0	7b	67	Baseboards	0.000	0
1b	369	Mop	0.000	0	8a	183	Clean Fountain	0.000	0
1c	385	Spray Buff	0.000	0	10a-b	84	Exterior Glass Doors/Panels	0.000	0
2a	295	Spot Vacuum (35%)	0.000	0	10c-d	84	Interior Glass Doors/Panels	0.000	0
2b	295	Vacuum	0.060	52	10e	563	Interior Windows	0.000	0
2c	294	Spot Clean (35%)	0.000	0	10f	563	Exterior Windows	0.000	0
2e	91	Walk Off Mats	0.005	52	11a	540	Wash Light Fixtures	0.000	0
3a	177	Empty Trash/Wipe Clean	0.301	248	11b	179	Police Entrance(25%)	0.000	0
3b	178-177	Reline Baskets	0.150	248	11c	179	Police Parking Lot	0.000	0
4a	69	Spot Dust (35%)	0.000	0	11d	590	Remove Trash	0.000	0
4b	69	Thorough Dust	0.000	0	12a	588	Stairs	0.000	0
4d	81	Vacuum Upholst. 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	0.130	
6a-6i	229	Restrooms	0.350	248					
7a	67	Remove Dirt	0.000	0					
<b>HOURS PER DAY</b>								<b>1.00</b>	

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

# JANITORIAL TASK LIST

## DAILY

- o Empty Trash/Wipe Clean
- o Reline Baskets
- o Restrooms

## WEEKLY

- o Vacuum
- o Walk Off Mats





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Fax: (304) 205-7915

## Service Agreement

11.DMV.012.26

Fiscal Year 2026

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### SERVICE AGREEMENT

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

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

**Work Performed:** Janitorial

**Site:** DMV Headquarters  
Kanawha Mall Service Center  
5707 MacCorkle Ave SE, Suite 200  
Charleston, WV 25304  
james.r.boyd@wv.gov  
304-545-7913

**Billing:** DMV Headquarters  
Kanawha Mall Service Center  
5707 MacCorkle Ave SE, Suite 200  
Charleston, WV 25304  
DMVAcctsPayable@wv.gov  
304-352-5929  
angie.l.chaney@wv.gov

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

**Total Agreement Pricing:** 7998.00 **Total Hours**

#### Non P-Card Pricing:

\$159,000.24 **Total Cost**

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

#### P-Card Pricing:

\$163,799.04 **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 Title

Customer Print Name

5/27/25

Date



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**11.DMV.012.26**

**Fiscal Year 2026**

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

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**O: 681-661-0144**

**C: 304-539-9353**

**mmayville@wvarf.org**

**VENDOR CONTACT:**

Greg Mullens

**O: 304-294-5610**

**C: 304-673-8074**

**gmullens@lriwv.com**

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## PRICING

11.DMV.012.26

Fiscal Year 2026

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

## PRICING

Total Agreement Amount:

<b>TOTAL AGREEMENT HOURS</b>	<b>7998.00</b>
<b>TOTAL AGREEMENT COST</b>	<b>\$159,000.24</b>
<b>TOTAL AGREEMENT COST w/Pcard</b>	<b>\$163,799.04</b>

Broken Down/Billed As Follows:

				Regular Hourly Rate	Pcard Hourly Rate
				\$19.88	\$20.48
	Days	Weeks	Monthly Hours	Monthly Cost	Monthly Cost w/Pcard
Jul 2025	22	5	709.50	\$14,104.86	\$14,530.56
Aug 2025	21	4	677.25	\$13,463.73	\$13,870.08
Sep 2025	21	4	677.25	\$13,463.73	\$13,870.08
Oct 2025	22	5	709.50	\$14,104.86	\$14,530.56
Nov 2025	17	4	548.25	\$10,899.21	\$11,228.16
Dec 2025	21	5	677.25	\$13,463.73	\$13,870.08
Jan 2026	20	4	645.00	\$12,822.60	\$13,209.60
Feb 2026	19	4	612.75	\$12,181.47	\$12,549.12
Mar 2026	22	4	709.50	\$14,104.86	\$14,530.56
Apr 2026	22	5	709.50	\$14,104.86	\$14,530.56
May 2026	20	4	645.00	\$12,822.60	\$13,209.60
Jun 2026	21	4	677.25	\$13,463.73	\$13,870.08
	248	52			

WORKLOADING FOR AGREEMENT: 11.DMV.012.26													
Agreement Type		Janitorial	Agreement Period		7/1/2025		6/30/2026		Days/Week	5	Agreement Days	248	
LOCATION PROFILE													
Carpet (ft²)		40778	Restrooms (#)		10		Elevators (#)		0		Windows (#)		21
VCT Tile (ft²)		10508	Fixtures (#)		50		Light Fixtures (ft²)		0		Inside (ft²)		149
Ceramic (ft²)		0	Water Fountains (#)		4		Stair Flights (#)		0		Outside (ft²)		149
Concrete (ft²)		0	Trash Receptacles (#)		361		Upholstery (ft²)		0		Int Glass Doors/Panels		16
Vinyl/Lam (ft²)		0	Vents (ft²)		68		Horizontal Surf. (ft²)		1000		Int 1 Side (ft²)		160
Other (ft²)		0	Walk Off Mats (#)		4		Vertical Surf. (ft²)		1000		Ext Glass Doors/Panels		5
TOTAL (ft²)		51386	ft² per WO Mat		24		Baseboard (linear ft)		0		Ext 1 Side (ft²)		21
Outside (ft²)		400	TOTAL ft² WO Mat		96		Entrance (ft²)		400				
SCOPE OF WORK													
Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement	Scope of Work #	ISSA #*	Description	Time	Work Days/Agreement				
1a	486	Sweep	2.723	248	7b	67	Baseboards	0.000	0				
1b	369	Mop	2.971	248	8a	183	Clean Fountain	0.067	248				
1c	385	Spray Buff	0.123	24	10a-b	84	Exterior Glass Doors/Panels	0.250	248				
2a	295	Spot Vacuum (35%)	5.038	196	10c-d	84	Interior Glass Doors/Panels	6.095	248				
2b	295	Vacuum	3.819	52	10e	563	Interior Windows	0.000	0				
2c	294	Spot Clean (35%)	1.189	248	10f	563	Exterior Windows	0.048	2				
2e	91	Walk Off Mats	0.048	248	11a	540	Wash Light Fixtures	0.000	0				
3a	177	Empty Trash/Wipe Clean	6.029	248	11b	179	Police Entrance(25%)	0.030	248				
3b	178-177	Reline Baskets	0.631	52	11c	179	Police Parking Lot	0.120	248				
4a	69	Spot Dust (35%)	0.011	196	11d	590	Remove Trash	0.856	248				
4b	69	Thorough Dust	0.084	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	0.003	52									
5b	546	Wash Vents	0.009	4									
6a-6i	229	Restrooms	2.500	248									
7a	67	Remove Dirt	0.622	248									
HOURS PER DAY								32.25					

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

# JANITORIAL TASK LIST

## DAILY

- 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 Police Entrance(25%)
- o Police Parking Lot
- o Remove Trash

## WEEKLY

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

## TWICE A MONTH

- o Spray Buff

## FOUR TIMES A YEAR

- o Wash Vents

## TWICE A YEAR

- o Exterior Windows

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## West Virginia Secretary of State — Online Data Services

### Business and Licensing

#### Online Data Services Help

#### Business Organization Detail

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

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

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C   Corporation	5/6/1973		5/9/1973	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	0.0000			
Charter County	Kanawha				Control Number	0			
Charter State	WV				Excess Acres	0			
At Will Term					Member Managed				
At Will Term Years					Par Value	0.000000			
Authorized Shares	0				Young Entrepreneur	Not Specified			

Addresses	
Type	Address
Local Office Address	400 PATTERSON LANE CHARLESTON, WV, 25311
Mailing Address	PO BOX 676A CHARLESTON, WV, 25362 USA
Notice of Process Address	NTA 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 583 BURPOUGH'S STREET MORGANTOWN, WV, 26505	
	GEORGE W. KESSINGER 1916 WILKE DR CHARLESTON, WV, 25301 USA	
Incorporator	TIMOTHY J. ATKINSON 180 S. ST KEYSER, WV, 26126 USA	
President	JOHN EMPSON 22 CAPITOL STREET CHARLESTON, WV, 25301	
	Name/Address	

DBA									
DBA Name					Description	Effective Date	Termination Date		
CROSSROADS INDUSTRIES					TRADENAME	6/26/1995			
WVART					TRADENAME	9/30/2004			
DBA Name					Description	Effective Date	Termination Date		

Date		Amendment
	3/21/2014	AMENDMENT FILED: SEE IMAGE
	6/4/2010	FILED AMENDING BY-LAWS
	5/28/2009	AMEND FILED ADDING 501C3 LANGUAGE AND AMENDING BYLAWS
	11/18/1985	AMEND: BY LAWS
Date	Amendment	

Annual Reports									
Filed For									
2025									
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For more information, please contact the Secretary of State's Office at 304-555-6000.

Thursday, June 5, 2025 — 1:33 PM

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