



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: 05-28-2025

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 0803 0480 DOT2500000027 1	Change Order No:	Procurement Folder:	1706746
Document Name:	JANITORIAL SERVICE -I-68 WELCOME CENTER- HAZELTON		Reason for Modification:	
Document Description:	JANITORIAL SERVICE -I-68 WELCOME CENTER- HAZELTON			
Procurement Type:	Central Delivery Order			
Buyer Name:	Mark A Atkins			
Telephone:	(304) 558-2307			
Email:	mark.a.atkins@wv.gov			
Shipping Method:	Best Way		Master Agreement Number: CMA 0212 WVARF23 1	
Free on Board:	FOB Dest, Freight Prepaid			

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000204796 WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC PO BOX 6764 CHARLESTON WV 25362 US Vendor Contact Phone: 681-661-0143 Extension: Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			Requestor Name: William Bryan Henry Requestor Phone: 304-326-0137 Requestor Email: w.bryan.henry@wv.gov 2025 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
DIVISION OF HIGHWAYS DISTRICT FOUR P O BOX 4220 CLARKSBURG WV 26302-4220 US	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US

Total Order Amount: \$287,503.20

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION

DATE: *Mark Atkins - 6/9/2025*
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *6/16/25*
ELECTRONIC SIGNATURE ON FILE

Extended Description:

STATE CONTRACT RELEASE ORDER: CDO DOT25*27

SWC-WVARF23

TO PROVIDE JANITORIAL SERVICE FOR THE WVDH I-68 WELCOME CENTER AT HAZELTON(DISTRICT FOUR)

PER ATTACHED DOCUMENTATION

DATE OF SERVICE: 07/01/2025 THROUGH 06/30/2026

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	76110000	8760.00000	HOUR	\$32.8200	\$287,503.20
Service From	Service To	Manufacturer	Model No	Delivery Date	
2025-07-01	2026-06-30			2025-06-06	

Commodity Line Description: DOH REST AREAS -I-68 WELCOME CENTER AT HAZELTON**Extended Description:**

DOH REST AREAS -I-68 WELCOME CENTER AT HAZELTON



Service Agreement
22.HRA.003.26

West Virginia Association of Rehabilitation Facilities, Inc.

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

SERVICE AGREEMENT

Contractor: West Virginia Association of Rehabilitation Facilities, Inc.

Work Performed By: Preston County Workshop, Inc.

Work to be Performed: Custodial/Grounds

Contract Site: DOH Rest Area
I-68 West with Welcome Center at Hazelton

Customer Contact: Carla Rotsch

Period of Contract: July 1, 2025 - June 30, 2026

	<u>Est. Hours</u>		<u>Approved Rate*</u>		
Total Period Amount:	8,760	x	\$ 32.82	=	\$287,503.20 annually

Billed Monthly As Follows:

2025	Days	Hours	Cost	2026	Days	Hours	Cost
July	31	744	\$24,418.08	January	31	744	\$24,418.08
August	31	744	\$24,418.08	February	28	672	\$22,055.04
September	30	720	\$23,630.40	March	31	744	\$24,418.08
October	31	744	\$24,418.08	April	30	720	\$23,630.40
November	30	720	\$23,630.40	May	31	744	\$24,418.08
December	31	744	\$24,418.08	June	30	720	\$23,630.40

Notes:

- WV ARF agrees to provide services for the above amount as the "Fair Market Price" approved by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.
- The State agency agrees to furnish disposable items, including but not limited to: toilet tissue, paper towels, liquid hand soap, and trash liners.
- *\$32.82 is the non-pcard price/hour. If choosing to pay by Pcard, the Pcard hourly rate of \$33.80/hour will be charged.

DocuSigned by:

Nita Hobbs

5B80B7300F68468

WV ARF, Inc.

5/19/2025

Date

[Signature]
Signature for the State Agency

5-21-25
Date

Erin Newmyer
Print Name for the State Agency

REST AREA PRICING

AGREEMENT: 22.HRA.003.26

CRP: Preston County Workshop

CUSTOMER: Division of Highways - Maintenance Division

LOCATION: Rest Area - I-68 West with Welcome Center at Hazelton

A. BUILDING DESCRIPTION

Lawn Acreage	6.00
Number of days per week cleaned	7.03

B. Wage Data

Supervisor Wage	\$ 17.00	
Supervisor Taxes	13.50%	1.135
Direct Labor Wage	\$ 11.50	
Direct Labor Taxes	13.50%	1.135

C. Staffing Plan

Daily Time Allocation - Supervision	8.00
Daily Time Allocation - Direct Labor	32.00
	0.000
Total Time per day	40.00
Vac/sick/holiday - Supervisor (days)	30
Vac/sick/holiday - Direct labor (days)	30

D. Monthly Direct Costs

Supervision Wage + Tax	\$ 4,702.32
Supervision Vacation + Sick	\$ 385.90
Direct Labor Wage + Tax	\$ 12,723.93
Direct Labor Vacation + Sick	\$ 1,044.20
Periodic Cleaning Wage + Tax	\$ -
Total wages, benefits, taxes	\$ 18,856.35

E. Supplies and Equipment - per month**

Supplies	\$ 442.26	305.33
Equipment	\$ 850.61	497.75
Telephone	\$ 100.00	
Uniforms	\$ 142.92	\$245 per worker
Gas and Oil	\$ 55.00	\$110 per acre
Maintenance Lawn Equipment	\$ 55.00	\$110 per acre

F. Overhead and Burden

9.5%	\$ 2,009.81
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G. Additional labor not included in the DL hours above.

Additional 10 days per year	\$ 1,044.20
Extra Lawn Care 521 hours	\$ 6,800.35

H. Annual Price to Customer \$ 287,503.20 annual
WVARF Fee

(Included in annual price above) \$ 11,826.00 annual

I. Contract Period July 1, 2025 - June 30, 2026

J. Notes

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

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

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

MAJOR & MINOR EQUIPMENT**AGREEMENT:** 22.HRA.003.26**CRP:** Preston County Workshop**CUSTOMER:** Division of Highways - Maintenance Division**LOCATION:** Rest Area - I-68 West with Welcome Center at Hazelton

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

EXPENDABLE SUPPLIES**AGREEMENT:** 22.HRA.003.26**CRP:** Preston County Workshop**CUSTOMER:** Division of Highways - Maintenance Division**LOCATION:** Rest Area - I-68 West with Welcome Center at Hazelton

N0.	DESCRIPTION	UNIT	NO. OF UNITS	PRICE PER UNIT	ANNUAL PRICE
1	1st Aid Kits	ea	1	\$250.00	\$250.00
2	Peroxide/ Bathroom cleaner	gal	26	\$25.00	\$650.00
3	Weed Trimmer Line	roll	1	\$40.00	\$40.00
4	Bowl Cleaner	cs/12	2	\$42.53	\$85.06
5	Biohazard Kits	ea	3	\$32.64	\$97.92
6	Nifty Nabber	ea	1	\$45.05	\$45.05
7	Bowl brush	ea	6	\$2.79	\$16.74
8	Push Broom Street 36	ea	2	\$40.00	\$80.00
9	Broom, house	ea	0	\$4.49	\$0.00
10	Broom handle	ea	0	\$4.57	\$0.00
11	Disinfectant	gal	4	\$25.00	\$100.00
12	Matting	ea	4	\$200.00	\$800.00
13	Supervisor Travel	ea	1	\$1,500.00	\$1,500.00
14	Postage/Copying/faxing	ea	1	\$200.00	\$200.00
15	Nifty Nabber	ea	2	\$29.00	\$58.00
16	Visa Versa	ea	2	\$34.00	\$68.00
17	Telescoping Pole	ea	1	\$180.00	\$180.00
18		ea	0	\$0.00	\$0.00
19		ea	0	\$0.00	\$0.00
20		ea	0	\$0.00	\$0.00
21		ea	0	\$0.00	\$0.00
22		ea	0	\$0.00	\$0.00
23		ea	0	\$0.00	\$0.00
24		ea	0	\$0.00	\$0.00
25		ea	0	\$0.00	\$0.00
26		ea	0	\$0.00	\$0.00
27	Glass cleaner	ea	1	\$89.00	\$89.00
28			0		\$0.00
29			0		\$0.00
30	Latex gloves	box/100	40	\$12.00	\$480.00
31		ea	0	\$0.00	\$0.00
32	Lobby pan/broom combo	ea	1	\$38.00	\$38.00
33	Wet Mops	cs/5	4	\$16.00	\$64.00
34	Mop handle	ea	3	\$30.00	\$90.00
35	Mop Bucket w/Ringer/Casters	ea	1	\$180.00	\$180.00
36		0	0	\$0.00	\$0.00
37	Razor Blade Stick	ea	1	\$21.96	\$21.96
38	Razor Blades	pk/10	1	\$9.73	\$9.73
39	Spray bottles	ea	24	\$1.82	\$43.68
40			0	\$32.64	\$0.00
41	Spray Disinfectant	cs	2	\$60.00	\$120.00
42		0	0	\$6.15	\$0.00
47		pk	0	\$0.00	\$0.00
48		ea	0	\$0.00	\$0.00
TOTAL EXPENDABLE SUPPLIES					\$5,307.14

CMA 0212 WVARF23

EXHIBIT_A PRICING PAGES

Revised 07/01/2024

FMP REFERENCE GUIDE WVARF10 CONTRACT WVARF23 CONTRACT	ITEM NUMBER	CRP	PRODUCT/ ITEM DESCRIPTION	UNIT OF MEASURE	PRICE	Fixed Price Allowance (see CO#2)
Commodity Line #1 DOH REST AREAS - Custodial/Grounds Maintenance						
CO#5	RA001	Horizon Goodwill Industries	Custodial/ Grounds Maintenance DOH Rest Area-- I-81 Truckstop	Hour	\$ 27.93	\$ 28.77
CO#5	RA002	SW Resources, Inc.	Custodial/ Grounds Maintenance DOH Rest Area-- Willemstown	Hour	\$ 25.38	\$ 26.14
CO#5	RA003	Clay County Services Unlimited, Inc.	Custodial/ Grounds Maintenance DOH Rest Area-- Servia - NB & SB	Hour	\$ 49.29	\$ 50.77
CO#5	RA004	Pace Enterprises, Inc.	Custodial/ Grounds Maintenance DOH Rest Area-- Morgantown - SB only	Hour	\$ 29.24	\$ 30.12
CO#5	RA005	SW Resources, Inc.	Custodial/ Grounds Maintenance DOH Rest Area-- Mineral Wells - NB & SB	Hour	\$ 49.58	\$ 51.07
CO#5	RA006	The Op Shop, Inc.	Custodial/ Grounds Maintenance DOH Rest Area-- Meadowbrook - MB & SB	Hour	\$ 54.52	\$ 56.16
CO#5	RA007	Gateway Industries, Inc.	Custodial/ Grounds Maintenance DOH Rest Area-- White Sulphur - WB only	Hour	\$ 27.93	\$ 28.77
CO#5	RA008	Goodwill Industries of Kanawha Valley, Inc.	Custodial/ Grounds Maintenance DOH Rest Area-- Hurricane - EB & WB	Hour	\$ 50.95	\$ 52.48
CO#5	RA009	Goodwill of KYOWVA, Inc.	Custodial/ Grounds Maintenance DOH Rest Area-- Huntington - EB only	Hour	\$ 28.91	\$ 29.78
CO#5	RA010	Preston County Workshop	Custodial/ Grounds Maintenance DOH Rest Area-- Hazelton - WB only	Hour	\$ 32.82	\$ 33.80
CO#5	RA011	Precision Services, Inc.	Custodial/ Grounds Maintenance DOH Rest Area-- Burnsville - NB & SB	Hour	\$ 52.28	\$ 53.85
CO#5	RA012	W.A.T.C.H., Inc.	Custodial/ Grounds Maintenance DOH Rest Area-- Valley Grove WB only	Hour	\$ 26.74	\$ 27.54
CO#5	RA013	Development Center & Workshop, Inc.	Custodial/ Grounds Maintenance DOH Rest Area-- Marlow/Bunker Hill - NB & SB	Hour	\$ 73.87	\$ 76.09
CO#15	FG001	Development Center & Workshop, Inc.	Fogging/Disinfecting	SF	\$ 0.25	\$ 0.2575
CO#15	FG002	Goodwill Industries of Kanawha Valley, Inc.	Fogging/Disinfecting	SF	\$ 0.25	\$ 0.2575
CO#15	FG003	Goodwill of KYOWVA, Inc.	Fogging/Disinfecting	SF	\$ 0.25	\$ 0.2575
CO#15	FG004	Integrated Resources, Inc.	Fogging/Disinfecting	SF	\$ 0.25	\$ 0.2575
CO#15	FG005	Mercer County Opportunity Industries, Inc.	Fogging/Disinfecting	SF	\$ 0.25	\$ 0.2575
CO#15	FG006	The Op Shop, Inc.	Fogging/Disinfecting	SF	\$ 0.25	\$ 0.2575
CO#15	FG007	SW Resources, Inc.	Fogging/Disinfecting	SF	\$ 0.25	\$ 0.2575

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Business Organization Detail

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THE WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES, INC.

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Cross	Sec Type	Termination Date	Termination Reason	
C / Corporation	5/9/1973		5/9/1973	Domestic	Non-Profit				

Organization Information									
Business Purpose	5613 - Admin/Support West Virginia Rehabilitation 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						Per Value	0.000000		
Authorized Shares	0					Young Entrepreneur	Not Specified		

Addresses		Address	
Type		Address	
Local Office Address		400 PATTERSON LANE CHARLESTON, WV, 25311	
Mailing Address		PO BOX 6764 CHARLESTON, WV, 25302 USA	
Notice of Process Address		NTA #0885 400 PATTERSON LANE CHARLESTON, WV, 25311	
Principal Office Address		400 PATTERSON LANE CHARLESTON, WV, 25311 USA	
Type		Address	

Officers		Name/Address	
Type		Name/Address	
Director		NTA #0885 560 BURNINGSHIRE STREET MORGANTOWN, WV, 26505	
Incorporator		GEORGE W. KRESINGER 1018 WILSON DR CHARLESTON, WV, 25301 USA	
Incorporator		TIMOTHY J. ATKINSON 180 B. ST KEYSER, WV, 26726 USA	
President		JOHN EMPSON 22 CAPITAL STREET CHARLESTON, WV, 25301	
Type		Name/Address	

DBA				
DBA Name	Description	Effective Date	Termination Date	
CROSSROADS INDUSTRIES	TRADENAME	5/28/1995		
WVWAF	TRADENAME	9/26/2004		
DBA Name	Description	Effective Date	Termination Date	

Date		Amendment
3/21/2014		AMENDMENT FILED: SEE IMAGE
6/4/2010		FILED AMENDING BYLAWS
5/26/2009		AMEND FILED ADDING 501(C)3 LANGUAGE AND AMENDING BYLAWS
11/19/1995		AMEND, BY LAWS
Date		Amendment

Annual Reports	
Filed For	
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