



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 0780 DOT2500000031 1	Change Order No:	Procurement Folder:	1706788
Document Name:	JANITORIAL SERVICE-I-79 NORTH & SOUTH AT SERVIA	Reason for Modification:		
Document Description:	JANITORIAL SERVICE-I-79 NORTH & SOUTH AT SERVIA			
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 VWARF23 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: Donna J Bishoff Requestor Phone: 304-269-8926 Requestor Email: donna.j.bishoff@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 SEVEN DRAWER 1228 WESTON WV 26452 US	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US

Purchasing Division's File Copy

Total Order Amount: \$431,780.40

PURCHASING DIVISION AUTHORIZATION

DATE: *6/10/2025*
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *6/10/2025*
ELECTRONIC SIGNATURE ON FILE

Extended Description:

CONTRACT RELEASE ORDER: CDO DOT25*31
SWC-WVARF23
TO PROVIDE JANITORIAL SERVICE FOR THE WDOH REST AREA AT - I-79 NORTH & SOUTH AT SERVIA

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	76110000	8760.00000	HOUR	\$49.2900	\$431,780.40
Service From	Service To	Manufacturer	Model No	Delivery Date	
				2025-06-06	

Commodity Line Description: DOH REST AREAS - JANITORIAL SER. I-79 NORTH & SOUTH - SERVIA

Extended Description:

DOH REST AREAS - JANITORIAL SER. I-79 NORTH & SOUTH - SERVIA



Service Agreement
02.HRA.002.26

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: Clay County Services Unlimited, Inc.

Work to be Performed: Custodial/Grounds

Contract Site: DOH Rest Area
I-79 North & South at Servia

Customer Contact: Carla Rotsch

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

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

Billed Monthly As Follows:

2025	Days	Hours	Cost	2026	Days	Hours	Cost
July	31	744	\$36,671.76	January	31	744	\$36,671.76
August	31	744	\$36,671.76	February	28	672	\$33,122.88
September	30	720	\$35,488.80	March	31	744	\$36,671.76
October	31	744	\$36,671.76	April	30	720	\$35,488.80
November	30	720	\$35,488.80	May	31	744	\$36,671.76
December	31	744	\$36,671.76	June	30	720	\$35,488.80

Notes:

- 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.
- The State agency agrees to furnish disposable items, including but not limited to: toilet tissue, paper towels, liquid hand soap, and trash liners.
- *\$49.29 is the non-pcard price/hour. If choosing to pay by Pcard, the Pcard hourly rate of \$50.77/hour will be charged.

DocuSigned by:

Nita Hobbs

WVARF, Inc.

5/19/2025

Date

[Signature]
Signature for the State Agency

5-21-25
Date

Evan Dewey
Print Name for the State Agency

REST AREA PRICING**AGREEMENT:** 02.HRA.002.26**CRP:** Clay County Services Unlimited**CUSTOMER:** Division of Highways - Maintenance Division**LOCATION:** Rest Area - I-79 North & South at Servia**A. BUILDING DESCRIPTION**

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

B. Wage Data

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

C. Staffing Plan

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

D. Monthly Direct Costs

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

E. Supplies and Equipment - per month**

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

F. Overhead and Burden

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

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

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

(Included in annual price above) \$ 17,695.20 annual

I. Contract Period July 1, 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: 02.HRA.002.26

CRP: Clay County Services Unlimited

CUSTOMER: Division of Highways - Maintenance Division

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

		USEFUL	% USED ON	NO OF	UNIT	TOTAL TO BE
NO.	DESCRIPTION	LIFE	CONTRACT	UNITS	PRICE*	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	Comunication Equipment	1	100%	1	\$ 900.00	\$ 900.00
14	Snow blower /Plow	3	100%	1	\$ 2,000.00	\$ 666.67
15	Ladder	1	100%	1	\$ 200.00	\$ 200.00
16		1	100%	0	\$ -	\$ -
17		1	100%	0	\$ -	\$ -
18		1	100%	0	\$ -	\$ -
19		1	100%	0	\$ -	\$ -
20		1	100%	0	\$ -	\$ -
21		1	100%	0	\$ -	\$ -
22		1	100%	0	\$ -	\$ -
23		1	100%	0	\$ -	\$ -
		1	100%	0	\$ -	\$ -
					Annual	\$ 10,207.37
					Monthly	\$ 850.61

EXPENDABLE SUPPLIES**AGREEMENT:** 02.HRA.002.26**CRP:** Clay County Services Unlimited**CUSTOMER:** Division of Highways - Maintenance Division**LOCATION:** Rest Area - I-79 North & South at Servia

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

CMA 0212 WVARF23

EXHIBIT_A PRICING PAGES

Revised 07/01/2024

RMP REFERENCE GUIDE WVARF23 CONTRACT	ITEM NUMBER	CRP	PRODUCT/ ITEM DESCRIPTION	UNIT OF MEASURE	PRICE	Fixed Price Allowance (see CO#2)
WVARF23 CONTRACT						
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-- Williamstown	Hour	\$ 25.38	\$ 26.14
CO#5	RA003	Clay County Services Unlimited, Inc.	Custodial/ Grounds Maintenance DOH Rest Area-- Servia - NB & SB	Hour	\$ 49.29	\$ 50.77
CO#5	RA004	Pace Enterprises, Inc.	Custodial/ Grounds Maintenance DOH Rest Area-- Morgantown - SB only	Hour	\$ 29.24	\$ 30.12
CO#5	RA005	SW Resources, Inc.	Custodial/ Grounds Maintenance DOH Rest Area-- Mineral Wells - NB & SB	Hour	\$ 49.58	\$ 51.07
CO#5	RA006	The Op Shop, Inc.	Custodial/ Grounds Maintenance DOH Rest Area-- Meadowbrook - MB & SB	Hour	\$ 54.52	\$ 56.16
CO#5	RA007	Gateway Industries, Inc.	Custodial/ Grounds Maintenance DOH Rest Area-- White Sulphur - WB only	Hour	\$ 27.93	\$ 28.77
CO#5	RA008	Goodwill Industries of Kanawha Valley, Inc.	Custodial/ Grounds Maintenance DOH Rest Area-- Hurricane - EB & WB	Hour	\$ 50.95	\$ 52.48
CO#5	RA009	Goodwill of KYOWVA, Inc.	Custodial/ Grounds Maintenance DOH Rest Area-- Huntington - EB only	Hour	\$ 28.91	\$ 29.78
CO#5	RA010	Preston County Workshop	Custodial/ Grounds Maintenance DOH Rest Area-- Hazelton - WB only	Hour	\$ 32.82	\$ 33.80
CO#5	RA011	Precision Services, Inc.	Custodial/ Grounds Maintenance DOH Rest Area-- Burnsville - NB & SB	Hour	\$ 52.28	\$ 53.85
CO#5	RA012	W.A.T.C.H., Inc.	Custodial/ Grounds Maintenance DOH Rest Area-- Valley Grove WB only	Hour	\$ 26.74	\$ 27.54
CO#5	RA013	Development Center & Workshop, Inc.	Custodial/ Grounds Maintenance DOH Rest Area-- 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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