



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
Master Agreement

Order Date: 2016-01-25

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: CMA 0212 0212 TEMP14A	Procurement Folder: 225
Document Name: CO #4 STATEWIDE CONTRACT TEMP14A	Reason for Modification:
Document Description: TEMPORARY STAFFING SERVICES	CHANGE ORDER #4 TO REVISE PRICING DUE TO WV STATE MINIMUM WAGE RATE INCREASE
Procurement Type: Statewide MA (Open End)	
Buyer Name: April Battle	
Telephone: (304) 558-0067	
Email: april.e.battle@wv.gov	
Shipping Method: Best Way	Effective Start Date: 2014-05-19
Free on Board: FOB Dest, Freight Prepaid	Effective End Date: 2016-05-18

VENDOR	DEPARTMENT CONTACT
Vendor Customer Code: 000000204796 WV ASSOC OF REHAB FACILITIES 400 ALLEN DR STE 100 CHARLESTON WV 25302 US Vendor Contact Phone: (304) 205-7970 Extension: Discount Percentage: 0.0000 Discount Days: 0	Requestor Name: Robert Kilpatrick Requestor Phone: (304) 558-8802 Requestor Email: robert.p.kilpatrick@wv.gov

INVOICE TO	SHIP TO
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

Total Order Amount	Open End
--------------------	----------

AGENCY COPY

PURCHASING DIVISION AUTHORIZATION SIGNED BY: <i>Tara Battle</i> DATE: <i>1/25/16</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM SIGNED BY: <i>Robert Hishie</i> DATE: <i>2/2/16</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION SIGNED BY: <i>Melinda Ditt</i> DATE: <i>FEB 02 2016</i> ELECTRONIC SIGNATURE ON FILE
--	--	---

Extended Description:

CHANGE ORDER #4
TO PROVIDE THE ATTACHED REVISED PRICING PAGES FOR REGIONS I THROUGH IV.
PRICING CHANGES ARE ISSUED DUE TO THE INCREASE IN THE STATE MINIMUM WAGE RATE.
EFFECTIVE 1/1/2016
NO OTHER CHANGES.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	80111613			JOB	\$0.000000
	Service From	Service To			

Commodity Line Description: TEMPORARY EMPLOYEE SERVICES

Extended Description:

**Pricing Page - TEMP14
REGION I**

Vendor Name: West Virginia Association of Rehabilitation Facilities, Inc.
 # Years Providing Temporary Services: 19
 Contact Person: Mary Jones
 Phone#: (304) 205-7970
 Fax #: (304) 305-7915

REGION 1: Hancock, Brooke, Ohio, Marshall, Wetzel, Monongalia, Marion, Harrison, Doddridge, Gilmer, Pleasants, Calhoun, Wirt, Wood, Tyler, Ritchie

CLASSIFICATION	Worker Pay	CRP Withholding	CRP Overhead	CRP Billing PRICE	WVARF 4.1% FEE	CONTRACT PRICE
1 Accounting Technician 2	8.75	2.13	0.85	11.75	0.47	12.22
2 Administrative Services Assistant 1	8.75	2.04	0.82	11.62	0.47	12.09
3 Administrative Services Assistant 2	8.75	2.13	0.85	11.75	0.47	12.22
4 Cook	9.00	2.25	0.90	12.17	0.49	12.66
5 Custodian	8.75	2.00	0.80	11.57	0.44	12.01
6 Data Entry Operator 2	8.75	2.00	0.80	11.57	0.44	12.01
7 Executive Secretary	8.75	2.13	0.85	11.75	0.47	12.22
8 Groundskeeper	8.75	2.00	0.80	11.57	0.44	12.01
9 Health Service Worker (CNA)	10.00	2.50	1.00	13.53	0.55	14.08
10 Laboratory Assistant	NO WVARF BID					
11 Laborer	8.75	2.00	0.80	11.57	0.44	12.01
12 Mail Runner	8.75	2.00	0.80	11.57	0.44	12.01
13 Office Assistant 2	8.75	2.00	0.80	11.57	0.44	12.01
14 Office Assistant 3	8.75	2.06	0.83	11.65	0.45	12.10
15 Painter	9.00	2.25	0.90	12.17	0.49	12.66
16 Paralegal	NO WVARF BID					
17 Parking Attendant	8.75	2.00	0.80	11.57	0.44	12.01
18 Word Processor	8.75	2.06	0.83	11.65	0.45	12.10

Signature: 

Date: 1-15-16

**Pricing Page - TEMP14
REGION II**

Vendor Name:	West Virginia Association of Rehabilitation Facilities, Inc.
# Years Providing Temporary Services:	19
Contact Person:	Mary Jones
Phone#:	(304) 205-7870
Fax #:	(304) 305-7815

REGION II: Mason, Cabell, Wayne, Mingo, Logan, Boone, Lincoln, Kanawha, Putnam, Roane, and Jackson

CLASSIFICATION	Worker Pay	Withholding	Overhead	GRP PRICE	PROG. FEE	CONTRACT PRICE
1 Accounting Technician 2	8.75	2.13	0.85	11.75	0.47	12.22
2 Administrative Services Assistant 1	8.75	2.04	0.82	11.62	0.47	12.09
3 Administrative Services Assistant 2	8.75	2.13	0.85	11.75	0.47	12.22
4 Cook	9.00	2.25	0.90	12.17	0.49	12.66
5 Custodian	8.75	2.00	0.80	11.57	0.44	12.01
6 Data Entry Operator 2	8.75	2.00	0.80	11.57	0.44	12.01
7 Executive Secretary	8.75	2.13	0.85	11.75	0.47	12.22
8 Groundskeeper	8.75	2.00	0.80	11.57	0.44	12.01
9 Health Service Worker (CNA)	10.00	2.50	1.00	13.53	0.55	14.08
10 Laboratory Assistant	NO WVARF BID					
11 Laborer	8.75	2.00	0.80	11.57	0.44	12.01
12 Mail Runner	8.75	2.00	0.80	11.57	0.44	12.01
13 Office Assistant 2	8.75	2.00	0.80	11.57	0.44	12.01
14 Office Assistant 3	8.75	2.06	0.83	11.65	0.45	12.10
15 Painter	9.00	2.25	0.90	12.17	0.49	12.66
16 Paralegal	NO WVARF BID					
17 Parking Attendant	8.75	2.00	0.80	11.57	0.44	12.01
18 Word Processor	8.75	2.06	0.83	11.65	0.45	12.10

Signature: Mary Jones

Date: 1-15-16

**Pricing Page - TEMP14
REGION III**

Vendor Name: West Virginia Association of Rehabilitation Facilities, Inc.
 # Years Providing Temporary Services: 19
 Contact Person: Mary Jones
 Phone#: (304) 205-7970
 Fax #: (304) 305-7915

REGION: Lewis, Upshur, Randolph, Pendleton, Hardy, Grant, Hampshire, Mineral, Morgan, Berkeley, Jefferson, Tucker, Barbour, Taylor, Preston

	CLASSIFICATION	Worker Pay	Withholding	Overhead	CRP PRICE	PROG. FEE	CONTRACT PRICE
1	Accounting Technician 2	8.75	2.13	0.85	11.75	0.47	12.22
2	Administrative Services Assistant 1	8.75	2.04	0.82	11.62	0.47	12.09
3	Administrative Services Assistant 2	8.75	2.13	0.85	11.75	0.47	12.22
4	Cook	9.00	2.25	0.90	12.17	0.49	12.66
5	Custodian	8.75	2.00	0.80	11.57	0.44	12.01
6	Data Entry Operator 2	8.75	2.00	0.80	11.57	0.44	12.01
7	Executive Secretary	8.75	2.13	0.85	11.75	0.47	12.22
8	Groundskeeper	8.75	2.00	0.80	11.57	0.44	12.01
9	Health Service Worker (CNA)	10.00	2.50	1.00	13.53	0.55	14.08
10	Laboratory Assistant	NO WVARF BID					
11	Laborer	8.75	2.00	0.80	11.57	0.44	12.01
12	Mail Runner	8.75	2.00	0.80	11.57	0.44	12.01
13	Office Assistant 2	8.75	2.00	0.80	11.57	0.44	12.01
14	Office Assistant 3	8.75	2.06	0.83	11.65	0.45	12.10
15	Painter	9.00	2.25	0.90	12.17	0.49	12.66
16	Paralegal	NO WVARF BID					
17	Parking Attendant	8.75	2.00	0.80	11.57	0.44	12.01
18	Word Processor	8.75	2.06	0.83	11.65	0.45	12.10

Signature: *Mary Jones*

Date: 1-15-16

**Pricing Page - TEMP14
REGION IV**

Vendor Name: West Virginia Association of Rehabilitation Facilities, Inc.
 # Years Providing Temporary Services: 19
 Contact Person: Mary Jones
 Phone#: (304) 205-7970
 Fax #: (304) 305-7915

REGION IV: Braxton, Clay, Nicholas, Fayette, Raleigh, Wyoming, McDowell, Mercer, Summers, Greenbrier, Pocahontas, Webster, Monroe

CLASSIFICATION	Worker Pay	Withholding	Overhead	CRP PRICE	PROG. FEE	CONTRACT PRICE
1 Accounting Technician 2	8.75	2.13	0.85	11.75	0.47	12.22
2 Administrative Services Assistant 1	8.75	2.04	0.82	11.62	0.47	12.09
3 Administrative Services Assistant 2	8.75	2.13	0.85	11.75	0.47	12.22
4 Cook	9.00	2.25	0.90	12.17	0.49	12.66
5 Custodian	8.75	2.00	0.80	11.57	0.44	12.01
6 Data Entry Operator 2	8.75	2.00	0.80	11.57	0.44	12.01
7 Executive Secretary	8.75	2.13	0.85	11.75	0.47	12.22
8 Groundskeeper	8.75	2.00	0.80	11.57	0.44	12.01
9 Health Service Worker (CNA)	10.00	2.50	1.00	13.53	0.55	14.08
10 Laboratory Assistant	NO WVARF BID					
11 Laborer	8.75	2.00	0.80	11.57	0.44	12.01
12 Mail Runner	8.75	2.00	0.80	11.57	0.44	12.01
13 Office Assistant 2	8.75	2.00	0.80	11.57	0.44	12.01
14 Office Assistant 3	8.75	2.06	0.83	11.65	0.45	12.10
15 Painter	9.00	2.25	0.90	12.17	0.49	12.66
16 Paralegal	NO WVARF BID					
17 Parking Attendant	8.75	2.00	0.80	11.57	0.44	12.01
18 Word Processor	8.75	2.06	0.83	11.65	0.45	12.10

Signature: *Mary Jones*

Date: 1-15-16



400 Allen Drive, Suite 100, Charleston, WV 25302 • Phone: 304-205-7970 • Fax: 304-205-7915 • www.wvarf.org

January 11, 2016

Mr. Frank Whittaker
Buyer Supervisor
WV Purchasing Division
2019 Washington Street, East
PO Box 50130
Charleston, WV 25305-0130

SUBJECT: Change Order to increase minimum wage for TEMP14 Workers

Dear Mr. Whittaker:

WV ARF is asking the WV Purchasing Division to accept this letter and the attached documents and Purchasing Affidavit as the necessary paperwork for generating an **ADO (Change Order)** to increase the minimum wage rate of all workers under the State Use TEMP14 - Statewide Contract to \$8.75 retroactive beginning January 1, 2016, according to the new State Minimum Wage Law of June 2014.

WV ARF is requesting this wage increase to keep all Community Rehabilitation Programs (CRPs) and the Central Non-profit Agency (CNA) in compliance with the State Code, Laws, and Rules of the State Use Program.

WV ARF has attached the previous TEMP14 pricing pages that we submitted with our last contract bid, as well as new pricing pages showing the rate increases for both the workers and the Community Rehabilitation Programs (CRPs). As you can from the attached pricing pages, WV ARF only increased the wage rate dollar amount for all workers under \$8.75, and increased the CRPs (Community Rehabilitation Programs) billing rate the same dollar amount. WV ARF did not increase their percentage rate nor the CRP statutory/overhead rates under this change order.

WV ARF is requesting that this **Change Order** be expedited as quickly as possible, for all workers who are eligible for the wage increase have been **underpaid** for approximately two weeks since the minimum wage increase effective date of January 1, 2016.

Currently this situation is causing our temporary services program financial loss not only for the disabled workers, but also for the Community Rehabilitation Programs (CRPs) who are required by state law to pay their workers the state required minimum wage.

If you require any additional information, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink, appearing to read 'Aaron Jones', is written over a horizontal line.

Aaron Jones
Executive Director