



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: 07-11-2024

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 0280 DOT2500000008 1 | Procurement Folder: | 1463828 |
| Document Name: | JANITORIAL - I-64 WEST W/WELCOME CENTER - HUNTINGTON | Reason for Modification: | |
| Document Description: | JANITORIAL - I-64 WEST W/WELCOME CENTER - HUNTINGTON | | |
| 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 | Requestor Name: | Gabrielle B Selbe | |
| WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC PO BOX 6764 | | Requestor Phone: | 540-642-6019 | |
| CHARLESTON WV 25362 | | Requestor Email: | gabrielle.b.selbe@wv.gov | |
| US | | <div style="font-size: 2em; font-weight: bold;">2025</div> <div style="font-weight: bold;">FILE LOCATION _____</div> | | |
| Vendor Contact Phone: | 304-205-7970 | | | Extension: |
| Discount Details: | | | | |
| | | | | |
| | Discount Allowed | Discount Percentage | Discount Days | |
| #1 | No | 0.0000 | 0 | |
| #2 | No | | | |
| #3 | No | | | |
| #4 | No | | | |

| INVOICE TO | SHIP TO |
|----------------------|------------------------------|
| DIVISION OF HIGHWAYS | STATE OF WEST VIRGINIA |
| DISTRICT TWO | JOBSITE - SEE SPECIFICATIONS |
| 801 MADISON AVE | |
| HUNTINGTON WV 25704 | No City WV 99999 |
| US | US |

Total Order Amount: \$253,251.60

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION
 DATE: *Mark Atkins - 7/15/2024*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *7-16-24*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

STATE CONTRACT RELEASE ORDER: CDO DOT25*08

SWC:WVARF-23

TO PROVIDE JANITORIAL SERVICE FOR THE WVDH REST AREA AT I-64 WEST WITH WELCOME CENTER AT HUNTINGTON

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|----------|---------------|--------------|
| 1 | 76110000 | 8760.00000 | HOUR | \$28.9100 | \$253,251.60 |
| Service From | Service To | Manufacturer | Model No | Delivery Date | |
| | | | | 2024-07-16 | |

Commodity Line Description: JANITORIAL DOH REST AREA AT I-64
WELCOME CENTER-HUNTINGTON

Extended Description:

JANITORIAL SERVICE FOR REST AREA AT - I-64 WEST WITH WELCOME CENTER AT HUNTINGTON

CDO 25.08



**Service Agreement
08.HRA.011.25**

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: Goodwill Industries of KYOWVA, Inc.

Work to be Performed: Custodial/Grounds

Contract Site: DOH Rest Area
I-64 West with Welcome Center at Huntington

Customer Contact: Carla Rotsch

Period of Contract: July 1, 2024 - June 30, 2025

| | | | | | | | |
|-----------------------------|-------------------|---|-----------------------|---|--------------|--|----------|
| | <u>Est. Hours</u> | | <u>Approved Rate*</u> | | | | |
| Total Period Amount: | 8,760 | x | \$ 28.91 | = | \$253,251.60 | | annually |

Billed Monthly As Follows:

| 2024 | Days | Hours | Cost | 2025 | Days | Hours | Cost |
|-----------|------|-------|-------------|----------|------|-------|-------------|
| July | 31 | 744 | \$21,509.04 | January | 31 | 744 | \$21,509.04 |
| August | 31 | 744 | \$21,509.04 | February | 28 | 672 | \$19,427.52 |
| September | 30 | 720 | \$20,815.20 | March | 31 | 744 | \$21,509.04 |
| October | 31 | 744 | \$21,509.04 | April | 30 | 720 | \$20,815.20 |
| November | 30 | 720 | \$20,815.20 | May | 31 | 744 | \$21,509.04 |
| December | 31 | 744 | \$21,509.04 | June | 30 | 720 | \$20,815.20 |

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.
- *\$28.91 is the non-pcard price/hour. If choosing to pay by Pcard, the Pcard hourly rate of \$29.78/hour will be charged.

DocuSigned by:

 Nita Hobbs
 WV ARF, Inc.

6/27/2024
 Date


 Signature for the State Agency

7-11-24
 Date

Carla Rotsch
 Print Name for the State Agency

RECEIVED

JUL 10 2024

BUSINESS MANAGER'S OFFICE

REST AREA PRICING

AGREEMENT: 08.HRA.011.25

CRP: Goodwill Industries of KYOWVA Area

CUSTOMER: Division of Highways - Maintenance Division

LOCATION: Rest Area - I-64 West with Welcome Center at Huntington

A. BUILDING DESCRIPTION

| | |
|---------------------------------|------|
| Lawn Acreage | 5.82 |
| | |
| | |
| Number of days per week cleaned | 7.03 |

B. Wage Data

| | | |
|--------------------|----------|-------|
| Supervisor Wage | \$ 16.03 | |
| 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 | 24.00 |
| | 0.000 |
| Total Time per day | 32.00 |
| Vac/sick/holiday - Supervisor (days) | 30 |
| Vac/sick/holiday - Direct labor (days) | 30 |

D. Monthly Direct Costs

| | |
|------------------------------|--------------|
| Supervision Wage + Tax | \$ 4,434.01 |
| Supervision Vacation + Sick | \$ 363.88 |
| Direct Labor Wage + Tax | \$ 9,542.94 |
| Direct Labor Vacation + Sick | \$ 783.15 |
| Periodic Cleaning Wage + Tax | \$ - |
| Total wages, benefits, taxes | \$ 15,123.99 |

E. Supplies and Equipment - per month

| | | |
|----------------------------|-----------|-------------------|
| Supplies | \$ 442.26 | See attached list |
| Equipment | \$ 850.61 | See attached list |
| Telephone | \$ 108.00 | |
| Uniforms | \$ 142.92 | \$245 per worker |
| Gas and Oil | \$ 53.35 | \$ 110 per acre |
| Maintenance Lawn Equipment | \$ 53.35 | \$110 per acre |

F. Overhead and Burden

| | |
|------|-------------|
| 9.5% | \$ 1,653.82 |
|------|-------------|

G. Additional labor not included in the DL hours above.

| | |
|-----------------------------|-------------|
| Additional 10 days per year | \$ 1,044.20 |
| Extra Lawn Care 503 hours | \$ 6,565.41 |

H. Annual Price to Customer \$ 253,251.60 annual

WVARF Fee
(included in annual price above) \$ 10,424.40 annual

i. Contract Period July 1, 2024 - June 30, 2025

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:** 08.HRA.011.25**CRP:** Goodwill Industries of KYOWVA Area**CUSTOMER:** Division of Highways - Maintenance Division**LOCATION:** Rest Area - I-64 West with Welcome Center at Huntington

| 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:** 08.HRA.011.25**CRP:** Goodwill Industries of KYOWVA Area**CUSTOMER:** Division of Highways - Maintenance Division**LOCATION:** Rest Area - I-64 West with Welcome Center at Huntington

| 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 |
| 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 |
| TOTAL EXPENDABLE SUPPLIES | | | | | \$5,307.14 |

CMA 0212 WVARF23

EXHIBIT_A PRICING PAGES

Revised 07/01/2024

| FMP REFERENCE GUIDE WVARF19 CONTRACT WVARF23 CONTRACT | ITEM NUMBER | CRP | PRODUCT/ ITEM DESCRIPTION | UNIT OF MEASURE | PRICE | Board 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-- 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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"the west virginia association of rehabilitation facilities" x

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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 | Class | Sec Type | Termination Date | Termination Reason | |
| C Corporation | 5/8/1973 | | 5/8/1973 | Domestic | Non-Profit | | | | |

| Organization Information | | | |
|--------------------------|---|--------------------|---------------|
| Business Purpose | 5513 - 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 6784 CHARLESTON, WV, 25362 USA |
| Notice of Process Address | NITA HOBBS 400 PATTERSON LANE CHARLESTON, WV, 25311 |
| Principal Office Address | 400 PATTERSON LANE CHARLESTON, WV, 25311 USA |
| Type | Address |

| Officers | |
|--------------|---|
| Type | Name/Address |
| Director | NITA HOBBS 565 BURROUGHS STREET MORGANTOWN, WV, 26605 |
| Incorporator | GEORGE W. KESSINGER 1016 WILKIE DR CHARLESTON, WV, 25301 USA |
| Incorporator | TIMOTHY J. ATKINSON 180 B. ST KEYSER, WV, 26726 USA |
| President | JOHN EMPSON 22 CAPITOL STREET CHARLESTON, WV, 25301 |
| Type | Name/Address |

| DBA | | | |
|-----------------------|-------------|----------------|------------------|
| DBA Name | Description | Effective Date | Termination Date |
| CROSSROADS INDUSTRIES | TRADENAME | 8/28/1995 | |
| WWARF | 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 |
| 5/26/2009 | AMEND FILED ADDING 601CS LANGUAGE AND AMENDING BYLAWS |
| 11/18/1985 | AMEND: BY LAWS |
| Date | Amendment |

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

Monday, July 15, 2024 — 1:08 PM

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