



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

State of West Virginia Delivery Order

CORRECT ORDER NUMBER MUST APPEAR
 ON ALL PACKAGES, INVOICES, AND
 SHIPPING PAPERS. QUESTIONS
 CONCERNING THIS ORDER SHOULD BE
 DIRECTED TO THE DEPARTMENT
 CONTACT.

Order Date: 08-02-2023

Order Number:	CDO 0803 0180 DOT2400000004 1	Procurement Folder:	1265752
Document Name:	JANITORIAL SERVICE - HURRICANE REST AREA 01-24-02707	Reason for Modification:	ROLL DOCUMENT FROM 2023-2024
Document Description:	JANITORIAL SERVICE - HURRICANE REST AREA 01-24-02707		
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:	Dessie G King																				
WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC PO BOX 6764		Requestor Phone:	(304) 558-9313																				
CHARLESTON WV 25362		Requestor Email:	dessie.g.king@wv.gov																				
US		<div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>																					
Vendor Contact Phone:	304-205-7970 Extension:																						
Discount Details:																							
	<table border="1" style="width: 100%;"><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
DIVISION OF HIGHWAYS	DIVISION OF HIGHWAYS
DISTRICT ONE HQ	DISTRICT ONE HQ
1340 SMITH ST	1340 SMITH ST
CHARLESTON WV 25301	CHARLESTON WV 25301
US	US

Purchasing Division's File Copy

Total Order Amount:	\$406,874.88
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ENTERED

JE 8/1/23

PURCHASING DIVISION AUTHORIZATION DATE: <i>Mark Atkins 8/02/2023</i> ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION DATE: <i>Beverly Tolson 8-2-23</i> ELECTRONIC SIGNATURE ON FILE

Extended Description:

STATE CONTRACT RELEASE ORDER - CDO DOT 24*4
SWC WVARF23
TO PROVIDE JANITORIAL SERVICES FOR THE HURRICANE REST AREA, PER THE ATTACHED DOCUMENTATION
DATE OF SERVICE 07/01/2023 TO 06/30/2024

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	76110000	8784.00000	HOUR	\$46.3200	\$406,874.88
Service From	Service To	Manufacturer	Model No	Delivery Date	
				2023-07-26	

Commodity Line Description: DOH REST AREAS - Custodial/Grounds Maintenance HURRICANE

Extended Description:

STATE CONTRACT RELEASE ORDER - CDO DOT24*4
SWC:WVARF23
TO PROVIDE JANITORIAL SERVICES FOR THE WVDOH HURRICANE REST AREA, PER ATTACHED DOCUMENTATION
DATE OF SERVICE : 07/01/2023 TO 06/30/2024



Service Agreement
07.HRA.001.24

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 Kanawha Valley, Inc.
Work to be Performed: Custodial / Grounds
Contract Site: DOH Rest Area
 I-64 East & West at Hurricane
Customer Contact: Carla Rotsch
Period of Contract: July 1, 2023 - June 30, 2024

	<u>Est. Hours</u>			<u>Approved Rate</u>			
Total Period Amount:	8,784	x	\$	46.32	=	\$406,874.88 annually	

Billed Monthly As Follows:

2023	Days	Hours	Cost	2024	Days	Hours	Cost
July	31	744	\$34,462.08	January	31	744	\$34,462.08
August	31	744	\$34,462.08	February	29	696	\$32,258.72
September	30	720	\$33,350.40	March	31	744	\$34,462.08
October	31	744	\$34,462.08	April	30	720	\$33,350.40
November	30	720	\$33,350.40	May	31	744	\$34,462.08
December	31	744	\$34,462.08	June	30	720	\$33,350.40

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.

DocuSigned by:

 Nita Hobbs
 WV ARF, Inc.

6/22/2023
 Date

Signature for the State Agency
 Carla Rotsch
 Print Name for the State Agency

6/29/23
 Date

RECEIVED

JUN 28 2023

BUSINESS MANAGER'S
 OFFICE

REST AREA PRICING

AGREEMENT: 07.HRA.001.24

CRP: Goodwill Industries of Kanawha Valley

CUSTOMER: Division of Highways - Maintenance Division

LOCATION: Rest Area - I-64 East & West at Hurricane

A. BUILDING DESCRIPTION

Lawn Acreage	17.04
East Acreage	8.5
West Acreage	8.54
Number of days per week cleaned	7.03

B. Wage Data

Supervisor Wage	\$ 15.53	15.53
Supervisor Taxes	13.50%	1.135
Direct Labor Wage	\$ 11.05	9.35
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
Vac/sick/holiday - Supervisor (days)	30
Vac/sick/holiday - Direct labor (days)	30

D. Monthly Direct Costs

Supervision Wage + Tax	\$ 4,295.71
Supervision Vacation + Sick	\$ 352.53
Direct Labor Wage + Tax	\$ 18,339.05
Direct Labor Vacation + Sick	\$ 1,505.01
Periodic Cleaning Wage + Tax	\$ -
Total wages, benefits, taxes	\$ 24,492.30

E. Supplies and Equipment - per month

Supplies	\$ 884.52	527 See attached list
Equipment	\$ 1,701.23	625 See attached list
Telephone	\$ 134.25	
Uniforms	\$ 285.84	
Gas and Oil	\$ 156.20	\$110 per acre
Maintenance Lawn Equipment	\$ 134.90	\$110 per acre

F. Overhead and Burden

9.5%	\$ 2,818.30
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G. Additional labor not included in the DL hours above.

Additional 20 days per year	\$ 2,006.68
Extra Lawn Care 1636 hours	\$ 20,518.30

H. Annual Price to Customer \$ 406,874.88 annual

WVARF Fee

(included in annual price above) \$ 16,689.60 annual

I. Contract Period July 1, 2023 - June 30, 2024

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.

MAJOR & MINOR EQUIPMENT

AGREEMENT: 07.HRA.001.24

CRP: Goodwill Industries of Kanawha Valley

CUSTOMER: Division of Highways - Maintenance Division

LOCATION: Rest Area - I-64 East & West at Hurricane

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: 07.HRA.001.24

CRP: Goodwill Industries of Kanawha Valley

CUSTOMER: Division of Highways - Maintenance Division

LOCATION: Rest Area - I-64 East & West at Hurricane

NO.	DESCRIPTION	UNIT	NO. OF UNITS	PRICE PER	ANNUAL
				UNIT	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
42		0	0	\$6.15	\$0.00
49					\$0.00
TOTAL EXPENDABLE SUPPLIES					\$5,307.14