

MEETING MINUTES

October 7, 2011

GOVERNOR'S COMMITTEE FOR THE PURCHASE OF COMMODITIES AND SERVICES FROM THE HANDICAPPED

The meeting was called to order by Chairperson Cedric Greene at 10:00 a.m. October 7, 2011 at the WVARF temporary office located in the Goodwill Building, 209 Virginia Street West, Charleston, West Virginia.

ATTENDANCE:

Committee: Cedric Greene (Chairperson); Marsha Allman, Acting Executive Director; Everette Sullivan; Brenda Bates; Jan Smith; Phillip Mason; Mike Sheets, Executive Secretary; Carol Jarrett, Recording Secretary.

WVARF Staff: Marsha Allman, Sherry Briggs, Leona Hoffmann

Absent: Phillip Mason. Jan Smith and Brenda Bates attended by conference call.

Guests: Joyce Birley, Goodwill. Tom Rodd was recently appointed and is joining the CNA Committee from the Attorney General's Office.

COMMITTEE CHAIR REPORT:

Mr. Greene, the next WVARF meeting will be held in the Department of Administration Conference Room, E-129, October 19th at 10:00 a.m. It has an ADA accessible ramp. Parking is also an issue; therefore, I will have parking spots reserved on California Avenue for those who will need a parking space. They will be marked with a green bag over the meter.

We needed to meet today so we could approve about seven (7) contracts. This is the purpose of this meeting to approve these contracts so we can prevent doing harm to whomever. We do have a forum today.

I gave the Governor's office the recommendation from Ms. Allman for a replacement on the Board but it is ultimately their call to make. Becky Neal in the Governor's office appoints the members.

Ms. Allman, Sherry Briggs and Leonna Hoffmann will be presenting the contracts today.

Ms. Allman is going to be presenting for Pace. Some agencies use Secure document shredding from vendors and others are going outside. They would like to be placed on the Statewide Contract (SWC) so that they can go to the agencies at DHHR in New Martinsburg and leave them with empty bins. They are locked and secured and they will then be placed on secured trucks. The shredded material can be bailed and used for recycling. It is securely shredded. They have the ability to provide statewide service with this line of business. Pace Shredding competes in an open marketplace. They are the only document destruction firm that is West Virginia based and "AAA" certified. There are out of state firms that have the certification, but they do not employ our citizens, nor do they employ workers with disabilities. Pace Shredding is competitive with large firms in terms of pricing and quality. They want to be placed on the State Use contract and ultimately provide more jobs for West Virginians with disabilities. The cost will be a savings for the State of West Virginia.

Brenda, one of the CRP's in Huntington wanted to do shredding for us. We would have to be exempted from that contract. We have very stringent rules. We had a question that Huntington wanted to do secure shredding and we worked through that with the agency; however, we couldn't do that because some of our clients were doing some of the shredding. We also have other CRP's that want to do shredding. From these two angles I am concerned. Other CRP's have approved us to do document shredding.

Ms. Smith, do they have the equipment and are they certified? Pace does great work. I am sure other CRP's may invest in the equipment if they thought they could get a statewide contract. I don't think this can be taken up today because of those issues. I do have concerns that other CRP's may want to do that.

Ms. Allman, Pace is the only agency in the state of West Virginia that holds certification in West Virginia and they are the only one to do the Federal shredding.

Ms. Smith, I don't see a problem with putting it on the State Use Contract.

Ms. Bates, once awarded, always awarded. I hate to see other CRP's cut out of this.

Ms. Allman, Impact Monitoring had a contract and others joined in. I don't think it would ever be a problem.

Ms. Smith, I think you are concerned about them wanting to do business in the Charleston area.

Ms. Bates, we put grants out there every year. I can see where someone would want to get certified. Pace would get the SWC and other CRP's would be upset about that as this is a very lucrative business. I think we should spend a little more time thinking about this to be sure we are doing the right thing for everybody.

Ms. Smith, my concern is that we hold up getting it on the SWC which would inhibit the growth.

Ms. Bates, Purchasing Division may have concerns also.

Mr. Greene, that is my concern that Mike Sheets isn't here and approving this without Purchasing looking at the comparison with the dollar amount.

Everette, I would be in favor of tabling this until Purchasing looks at it as they may have a concern about it. We have another meeting on October 19, 2011.

Mr. Greene, we need to have Purchasing look at this. I would much rather that Pace come in to sell their product.

Ms. Allman, they have been here in May and then again at a later date.

Mr. Sullivan, how much has Pace Tec spent on equipment?

Ms. Allman, they have spent about \$300,000.

Ms. Bates, we can table this for two (2) weeks until our next meeting on October 19th.

Mr. Greene, did Mike Sheets get a copy of this packet?

Ms. Allman, yes he was on the list.

Ms. Smith, I am fine with tabling this until our next meeting.

Ms. Bates, I will deal with the privacy issues. We will deal with our own issues on this. Pace is absolutely top notch. I think we should reschedule going up there to see them. I just want to make sure we do it right and that Purchasing is good with it.

MOTION #1

Everette, I move that we table this issue until the next meeting. Brenda seconded. Motion passed.

Mr. Greene, I agree Jan that we need to table this until the next meeting. Pace Tec employs 200 people and 80% are employees with disabilities.

Ms. Allman, shredding is already on the contract. The WVARF office has received several calls regarding shredding. Four (4) agencies want pick up services and that is what Pace does. Another State Use law: If CRP has a product or service that they want to present to the Committee, if they do that within 90 days it belongs to them exclusively. They are the first ones to come to this Committee. The law says they do have dibs on this service.

Brenda, that is correct. If Pace would take on this service then they can handle the secure shredding for the State.

Everette, looks like if we don't approve in 90 days, looks like it is theirs. I would like to extend them 90 days as we owe them that.

MOTION #2

Ms. Bates, I make a motion that we extend for 90 days. Mr. Sullivan seconded. Motion passed.

Ms. Allman, Jackson County Developmental Center. They are the Call Contact Center Services for the West Virginia Children's Health Insurance Program (CHIP). They had everything back in July to present to the Committee, but because of the lack of a forum they are asking that this be placed on the WVARF contract that they already have.

MOTION #3

Ms. Smith, I make a motion that we approve the above. Everette seconded. Motion passed.

Ms. Smith, the customer also wanted this on the WVARF statewide contract.

Mr. Greene, I recall emails going back and forth.

Jan, I am glad we are taking care of this now.

Ms. Allman, regarding Hancock County, there were two items that they are asking for an increase in replacement cost: 1) three (3) arm hole gowns in extra large from \$6.78 to \$7.70, Item #124. 2) towel Bar (Utility) from \$0.30 to \$0.36 increase in Item #84. We did discuss the increase in the cost of cotton previously.

MOTION #4

Mr. Sullivan made a motion to approve the price increase of the above commodities. Jan Smith seconded. Motion passed.

Ms. Briggs, Division of Rehabilitation Services in Keyser, WV. is requesting a change order to the contract as they have moved to a new location. Existing contract is: 1,800 sq. ft. of space at a price of \$6,369.96 annually. Their new location located at 67 North Tornado Way in Keyser is 2736 sq. ft. at a new price of \$7,348.86. This is for 8.5 months service. The total increase is \$978.90.

MOTION #5

Mr. Sullivan made a motion to approve the chance order. Ms. Smith seconded. Motion passed.

Ms. Hoffmann, four (4 contracts).

- 1) WV Office of State Treasurer, 2006 Quarrier Street in Charleston, WV. Customer is requesting to change the scope-of-work to decrease the cost of the contract to fit their budget by removing mopping floors from the contract. This will be an annual decrease of \$1,169.52.
- 2) Division of Rehabilitation Services (DRS) in Oak Hill, WV. Customer added additional floor care. Annual increase of \$1,635.24.

- 3) West Virginia State Surplus. Customer is requesting the contract to be reduced to 3 hours only. The ISSA standers say this work time is 3.39 hours per day to complete SOW. Annual decrease of \$2,116.56.
- 4) We have a new contract with the WV State Auditor's office, 3,579 sq. ft. 5 days a week. \$990.93 per month and \$11,891.16 annual.

MOTION #6

Mr. Sullivan, I make a motion to approve the above contract. Ms. Smith seconded. Motion passed.

Mr. Sullivan, how does the State Surplus Property in Dunbar reduce three (3) hours?

Ms. Hoffmann, not one worker stays more than three (3) hours so we changed the scope-of-work. The workers were there for 4.72 hours. No one was there more than three (3) hours.

Ms. Birley, basically, what has happened, they had a person there for years and a replacement has been added. They were told they were to leave in three (3) hours. Then, a notification was made to WVARF that the work wasn't there, but the work is there.

Mr. Sullivan, if we have negotiated the contract, who changes that?

Ms. Birley, they just signed a contract in July and Ms. Hoffmann had to tweak the numbers, scope-of-work to fit the numbers.

Mr. Sullivan, if that is the case then a contract doesn't mean anything. They don't stop it in the middle, that is not their responsibility and there were no complaints sent to WVARF. This was an email. If someone is to be there four (4) hours then they should be there.

Ms. Bates, I agree with Everette, they can't stop.

Mr. Greene, this falls under Dave Tincher, and I also know Paula Lowe as well and I say this respectfully, I have a problem with a clerk sending out an email.

MOTION #7

Mr. Sullivan, I make a motion to approve the first three (3) contracts. Jan Smith seconded. Motion passed.

MOTION #8

Mr. Sullivan, on the State Surplus, I move the contract be adhered to. Jan Smith seconded. Motion passed.

Mr. Sullivan, they live by what they agree to. They are requesting it, but we are disapproving it.

Ms. Briggs, if it takes four (4) hours to do the work, did they get all the work done? Can they get the work done in three (3) hours?

Ms. Smith, this should be performance based.

Mr. Sullivan, how are you going to bill them?

Ms. Briggs, some focus on time and not performance.

Mr. Greene, Ms. Allman and I will be meeting from time-to-time as sometimes several things come up. Is this scope-of-work, hourly, etc. Ms. Allman is giving us some information. Don't be surprised if you are held to a standard. Some people hold you to the letter of the law. You need to come up with a template of what we give them. If you give that information, don't be surprised if they could hold you to that.

Ms. Allman, could we work with Mr. Sheets on this?

Mr. Greene, I have been approached by Randy Huffman, Cabinet Secretary with Environmental Protection who is a high ranking official for Air National Guard (ANG) and he was questioning why the ANG contract was not renewed in September.

Mr. Greene, Goodwill needs to get in touch with WVARF and work with them to come up with a more suitable pricing. You have out priced yourself. I would like for you to look at this and see if it can be fixed.

Ms. Birley, those prices are set by this Committee by WVARF.

Ms. Allman, two positions were posted and individuals were hired to do their work and they wanted to cancel their contract.

Mr. Greene, Charleston didn't post for the positions but Martinsburg did. We will check and get back with the Committee next month. This is janitorial contract.

Ms. Bates, I hope to be at the meetings from now on. I think the Pace issue, I hope that it is ok for another two weeks. I just want to be sure and I am getting with Lou Ann to get information where perhaps I wasn't present at some of the previous meetings. Hopefully I will be able to be there for the future meetings.

Mr. Greene, Pace employs 200 people and 80% are individuals with disabilities. I don't think anyone is taking a shot at Pace.

Ms. Bates, I just want to make sure we have everything right on the Pace Tec.

MOTION #9

Mr. Sullivan made a motion to adjourn. Ms. Summers seconded. Motion passed.