

# MEETING MINUTES

February 15, 2012

## 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. February 15, 2012 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, Sherrie Briggs, Leona Hoffmann

Absent: Sherrie Briggs and Leona Hoffmann  
Jan Smith and Phillip Mason attended by conference call

Guests: Joyce Birley, Goodwill Industries  
Greg Morris, Pace Enterprises, Inc.

### COMMITTEE CHAIR REPORT:

Mr. Greene, everyone should have received the minutes from the January 18<sup>th</sup> meeting.

### MOTION #1

**Mr. Sullivan made a motion to accept the minutes. Ms. Bates seconded. Motion passed.**

### EXECUTIVE SECRETARY'S REPORT:

(Committee Account Report)

\$5,055.00 – Annual Allocation  
0.00 – A/P Amount  
978.17 – Disbursement  
126.05 – Transfer Out  
\$3,950.78 – Balance Remaining

**MOTION #2**

**Mr. Sullivan made a motion to accept the Executive Secretary's report. Ms. Bates seconded. Motion passed.**

**CONTRACT PRESENTATIONS:**

Ms. Allman, I am asking approval for a Change Order for WV Bureau of Senior Services. Old contract annual cost was \$4,295.64. New contract annual cost is \$5,496.84. This is an annual increase of \$1,201.20. Customer agreed to wage increase for janitor and SOW changed.

**MOTION #3**

**Ms. Smith moved to approve. Mr. Sullivan seconded. Motion passed.**

Ms. Allman, new contract for the Lottery Commission. They have been working on this building for some time. This contract is additional floors that have been added. They were not in the first Lottery contract due to construction. This is \$31,114.94 from February 16, 2012 – June 30, 2012 (4 months 14 days). Twelve (12) months is \$83,712.12.

**MOTION #4**

**Ms. Smith moved to approve. Mr. Sullivan seconded. Motion passed.**

Ms. Allman, this is a new contract for the Main Capitol. Changed from hourly contracts to performance based contract at a cost of \$22,507.90 monthly - \$270,094.80 annual. Combined totals of old contracts are \$252,286.32. Customer has agreed to the new contract wages. They will supply all equipment and supplies.

**MOTION #5**

**Ms. Smith moved to approve. Mr. Mason seconded. Motion passed.**

Ms. Allman, new contract - ERP Enterprise Resource Planning Board (Old Lottery Building), 312 MacCorkle Avenue in Charleston and it is \$1,548.93 monthly. (See Matrix) CRP #1 had an existing relationship and the other CRP had not had a relationship. They really didn't care who got the job.

Mr. Greene, this is the Executive Branch, Auditor, Treasurer, Purchasing and for all of state government. To give a CRP 25 points for doing janitorial work with the Auditor seems very misleading and for the #2 to get zero. Who did this?

Ms. Allman, Ms. Hoffmann did the scoring. The only reason that got a higher score is that they had previous business.

Ms. Smith, when we worked on this that is what we worked out, how many contracts they have.

Mr. Greene, this is misleading.

Ms. Bates, I'm not sure how you came up with the 25 points.

Mr. Greene, looks like this is a given, not analyzed.

Ms. Smith, the one with the lessor amount of volume would get the contract.

Mr. Sheets, it is an entirely a new entity.

Ms. Smith, the CRP that has the least amount of volume that would make them even.

Ms. Bates, I agree with that.

Mr. Sullivan, if you have no existing relationship how would you secure that?

Ms. Allman, throw it out and make it even.

Ms. Smith, the lower amount of volume is how you do it.

Ms. Bates, go across the column to total points column and it is equal, then the next column is volume. Volume is a totally different column. Total column should be after the volume column.

Mr. Sullivan, volume is separate.

Ms. Bates, no volume numbers. Volume matters if the points are tied. I don't know if they considered the volume or not.

Mr. Greene, only Marsha knows that.

Ms. Birley, they are not included if it is not needed.

Ms. Bates, Sherrie and Leona, these two girls usually attend these meetings and they are good to help us to understand this, especially if we have questions such as this.

Ms. Allman, I think it is just in the wrong column. You have ruled out existing relationship and #1 does have more contracts than #2, then the Committee would have to vote for #2 to get the contract.

#### **MOTION #6**

**Ms. Smith made a motion to get this off the floor and approve. Mr. Sullivan seconded. Motion passed.**

Ms. Allman, pricing will have to change for this contract based on your approval today. That contract will go to Pretera Center, Charleston branch.

Ms. Allman, DOH, District 5 in Moorefield. This is a new contract request for cleaning a trailer located behind their main building and is being used by 10 state workers and they have requested janitorial services. DOH has approved the contract and the CRP (Developmental Center and Workshop) has agreed to the contract. This is for one (1) hour per day, five (5) days a week. The amount is \$339.15 per month for the remainder of this year which is four (4) months for a total of \$1,356.60.

#### **MOTION #7**

**Ms. Smith made a motion to approve. Mr. Sullivan seconded. Motion passed.**

Ms. Allman, Statewide Stream Access is a continued contract based on various fishing sites throughout the state totaling (101) sites. WVARF has had this contract for several years. It is a Grounds Maintenance service. Fuel increase used for weed eaters and lawn mowers from last year \$2.75 per gallon and this year is \$4.00 per gallon. Last year the hourly rate for state was \$61.44 per site visit. This year the increased rate is \$62.69 being \$1.25 per hour. Last year's budget was not to exceed \$122,000.00. This year DNR increased the budget to \$125,000.00.

#### **CONTRACT COMPLAINTS:**

Ms. Allman, Division of Highways, Sign Shop in Dry Branch filled out a complaint that no janitor has been there for the past five (5) weeks on Mondays. Upon examination of the contract, the contract was increased this past year to five (5) days per week and floor care removed. This increase was unnoticed by GIKV and DOH, to the three (3) days per week and floor care continued.

Ms. Birley, staff identified to cover the five (5) days per week, three (3) hours per day. Floor care removed from the contract, but will be completed on an as needed, special purchase order only.

Ms. Birley, this has been addressed and corrected. A strong presence in evaluating/reviewing the contracts as they come to GIKV will be made in order to lessen such accidents.

#### **EXECUTIVE DIRECTOR'S REPORT:**

Ms. Allman

- 1) Statistics are being gathered to complete the annual report of the State Use Program. During the past year some CRPs did not send in correct information to give the CNA the figures needed to include in the report. I have been working with some of the CRP staff to ensure that each quarter's reports will reflect actual numbers. The annual report should be completed much earlier next year since these improvements have been made.

- 2) The CNA Committee continues to meet monthly. Work on the annual budget will begin, with a rough draft being presented at their March meeting. Final draft will be presented to the Governor's Committee at the May meeting.
- 3) Rowan & Associates has completed a draft of the audit for the year ending June 30, 2011. Copies will be presented to the Governor's Committee when available.
- 4) Many of our contracts are up for renewal on July 1, 2012. WVARF contract staff members, Leona Hoffmann and Sherrie Briggs are trying to visit sites for quality assurance checks and to meet with the customers to see what changes may be needed for the new contract. I am working on the contract spreadsheets to ensure conformity, and update addresses, and other information.
- 5) The prices of the janitorial supplies and equipment have not been updated for at least three (3) years. I am requesting quotes from various janitorial supply companies. I have received one quote so far.

Ms. Smith, R. D. Wilson and Sons serve the entire state.

Ms. Allman, thanks you Jan for that information.

- 6) The search for new office space continues. The WVARF Board of Directors is now working directly with a real estate agent who specializes in commercial rental properties. Mr. Morris is trying to help us out with that. We will have office space in the near future.
- 7) I met with Donna Ashworth, Acting Director of DRS, on February 10, 2012. We informally discussed the CNA contract which ends May 31, 2012. I understand we are eligible for renewal for one (1) year.

Ms. Allman, bottled water – Mineral County where we do not have service. We did issue a waiver for that.

Ms. Allman, Activity Report – Two CRPs, Hancock County Sheltered Workshop and Mid-Valley Health Care and I have gotten in touch with those people and they will get information to us as soon as possible. Presteria is trying to get that information to us also.

Ms. Smith, they are all aware that they have to do that.

Ms. Allman, yes, they are aware of that.

## **FINANCIAL REPORT:**

Ms. Allman, handouts were given to all members listing Assets of CNA, Statement of Activities; however, nothing irregular to report. Statements were sent out for the aged receivables. We have collected about \$300,000 from some of the older ones.

Mr. Greene, Veterans Affairs, \$21,840 over 90 days, have they asked for help?

Ms. Allman, no I haven't heard from them. It is behind the State Police in Institute.

Mr. Greene, what about DOH, \$104,000?

Ms. Allman, that has already been paid, that was the Bridgeport office.

**MOTION #8**

**Mr. Sullivan made a motion to accept the Financial Report and Quarterly Report. Mr. Mason seconded. Motion passed.**

Mr. Morris – Pace Enterprises, in October Secure Documentation was approved and it is pending in the Purchasing Division. Two (2) weeks ago we got a response from Mike Sheets in Purchasing and I have reached a point of frustration and confusion. In combination of information or not enough information provided, I have taken a close look at what the process should be and I believe we have provided all the information possible and practical. The one exception is the costing information for this service. It is a worksheet that comes out to a Fair Market Price (FMP). That formula is not possible for this service. The prices that we have submitted are not a function of cost.

Mr. Sheets, what we are asking derives directly from the Rule; it is not an arbitrary request.

Mr. Morris, if we were to try to do what you are suggesting we would need to know the exact number of locations and we would have to know the exact frequency of services. We would need to know how many other customers we have on those routes and that information can change daily. If we had all that information we could not determine the FMP. We have provided contracts National and Federal. We are in a competitive line of service and customers include Wells Fargo, law firms, etc. We have established a business here in this state. Our price is one I would pay to have on the front page of the Charleston Gazette. I would be happy to address any concerns but I don't know how much more we can do.

Mr. Greene, I think what needs to happen is how far are they of getting where they need to get to?

Mr. Sheets, like costing data?

Mr. Morris, it is not possible to get the costing, it is not available.

Mr. Sheets, items for a contract are laid out in the Rule and it is not logical when it is outside that rule.

Mr. Morris, we can prepare this worksheet but real numbers in a worksheet; let's say that number would be 3-4 times of the cost.

Mr. Greene, we are going to follow price market, Purchasing is going to follow the Rule.

Ms. Bates, I think there has to be a way to deal with the Rule. If it is higher, then it is higher. That is state government at its best. Do what you need us to do to get it through, if it is higher. It is the way the system works.

Mr. Morris, all those things we can develop a spreadsheet.

Ms. Bates, do it based on averages and submit it and bill off of that. You will bill off of that number and if it is lower, then you will have data in the coming year to base it on the contract for the next year. Just to get it off the ground, then we can look at it for the next year.

Mr. Morris, we want to fulfill a mission, the process doesn't result in that. Is there a form? If we put together a reasonable template would that be ok?

Ms. Bates, I would recommend that you develop a template and share with us and let us look at it and let Mike Sheets look at it before you go putting the numbers in.

Mr. Greene, when you look at the Rules you really have to want to work with the state as it is designed that every person gets a bite of the apple.

Mr. Greene, Mike do you have a problem with Mr. Morris to get this to you and to us and we will get feedback and then get it back to you?

Ms. Bates, if Purchasing Division is happy then I am happy. This has a lot more scrutiny. No other one to bid against you. The Laundry contract was the same way but when it is done then it will be done. We work and get through it and Purchasing works and gets through this.

Mr. Sullivan, as I understand there are no other bidders for this?

Ms. Bates, they come up with a new service and they came to us. They are the only provider.

Mr. Morris, we are the only West Virginia based. There are other out-of-state providers who have partial coverage.

Mr. Sullivan, isn't there a percentage of discount for in-state versus out-of-state?

Ms. Bates, I think it is a good thing you went this way. It will be a positive thing for you and for the state. If you can hang in there a little bit longer. This is good for individuals with disabilities.

Mr. Greene, I believe Mike and Purchasing will move as expedient as possible.

Mr. Sheets, I believe Purchasing will have to approve pricing and look at the Rule again.

Mr. Greene, do you Jan or Phil have any concerns.

Ms. Smith, just continue to be persistent.

Mr. Mason, no I don't. We'll give him the Purple Heart.

**OLD BUSINESS:**

Mr. Sullivan, what about the people in Dunbar that said they were not going to do business with us any longer?

Ms. Allman, that was Barbers and Cosmetologists and we did call them and they honored the 30 days.

Ms. Birley, they are out of money.

Mr. Greene, I send out next year's Committee dates for 2012 and the meeting in June is the 13<sup>th</sup> which is the second week instead of the 3<sup>rd</sup> week. If there is any concern about that just let me know. The location will continue to be here until they get another place.

**NEW BUSINESS:**

None

**MOTION #9**

**Mr. Sullivan made a motion to adjourn.**