



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

State of West Virginia Purchase 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: 02-29-2024

Order Number:	CPO 0511 2582 BMS210000001 5	Procurement Folder:	734629
Document Name:	CO 1 To cancel outstanding balance	Reason for Modification:	Change Order No. 1 is issued for a balance cancellation.
Document Description:	CO 1 To cancel outstanding balance		
Procurement Type:	Central Sole Source		
Buyer Name:	Crystal G Hustead		
Telephone:	(304) 558-2402		
Email:	crystal.g.hustead@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000200768	Requestor Name:	Lakendra R Burdette
CAPITOL BUSINESS INTERIORS 711 INDIANA AVE		Requestor Phone:	(304) 352-4319
CHARLESTON WV 25302		Requestor Email:	lakendra.burdette@wv.gov
US			
Vendor Contact Phone:	304-343-7551	Extension:	
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

24
 FILE LOCATION

INVOICE TO	SHIP TO
PROCUREMENT OFFICER: 304-352-4286 HEALTH AND HUMAN RESOURCES BUREAU FOR MEDICAL SERVICES 350 CAPITOL ST, RM 251 CHARLESTON WV 25301-3709 US	PROCUREMENT OFFICER: 304-352-4286 HEALTH AND HUMAN RESOURCES BUREAU FOR MEDICAL SERVICES 350 CAPITOL ST, RM 251 CHARLESTON WV 25301-3709 US

3-5-24 6C

Total Order Amount: \$4,152.53

Purchasing Division's File Copy

CA 3/5/24

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara G. 3/5/2024</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>3-13-24</i> ELECTRONIC SIGNATURE ON FILE
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3/12/2024

Extended Description:

Change Order 1 is issued for a balance cancellation per the attached document.

Original Contract Total: \$40,824.25

Change Order No. 1 Decrease: (\$36,671.72)

Remaining Contract Total: \$4,152.53

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	56111500	1.00000	JOB	4047.530000	4047.53
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Systems Furniture, by Separate Quote by Catalog Discount

Extended Description:

BMS Reception Area

Haworth, INC. products
Cubicle and space reconfiguration

Total: \$4,047.53

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	56111500	0.00000		0.000000	105.00
Service From	Service To	Manufacturer	Model No		
2020-07-15	2021-06-30				

Commodity Line Description: Labor-BMS Reception Area

Extended Description:

Labor-BMS Reception Area

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	56111500	1.00000	JOB	0.000000	0.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Systems Furniture, by Separate Quote by Catalog Discount

Extended Description:

BMS - Near Window

Haworth, INC. products
Cubicle and space reconfiguration

Total: \$36,671.72

Actual Amount \$ 0.00



STATE OF WEST VIRGINIA
DEPARTMENT OF HUMAN SERVICES
BUREAU FOR MEDICAL SERVICES

Cynthia A. Persily, Ph.D.
Cabinet Secretary

Cynthia Beane
Commissioner

DATE: February 21, 2024
TO: Janet J. Clayman
Capitol Business Interiors
FROM: Lakendra Burdette *LB*
Procurement Specialist
RE: Balance Closure of CPO BMS21*01
Dept 0511

Please be advised that there is a remaining balance on CPO BMS21*01 for Capitol Business Interiors. If you agree that all work has been invoiced, and that a remaining balance of \$36,671.72 exists, please sign and date in the space provided below and return it to my attention. If you dispute this amount, please contact me at (304) 352-4319 or Lakendra.burdette@wv.gov. If no response is received by March 22, 2024, the Bureau for Medical Services (BMS) will proceed with cancellation of the remaining balance.

Thank you for your time and consideration in this matter.

Signature: *Janet J. Clayman*

Date: 2-26-24

OK
Aly Green






STATE OF WEST VIRGINIA
DEPARTMENT OF HUMAN SERVICES
BUREAU FOR MEDICAL SERVICES

Cynthia A. Persily, Ph.D.
Cabinet Secretary

Cynthia Beane
Commissioner

DATE: February 28, 2024

TO: Crystal Hustead
Senior Buyer
State of West Virginia Purchasing Division

FROM: Althea Greenhowe 
Procurement Specialist, Senior
Office of Shared Administration

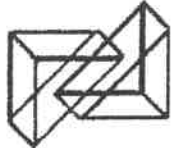
RE: PF734629, CPO BMS21*01
Dept 0511

The West Virginia Bureau for Medical Services (BMS) respectfully requests the cancellation of the unused balance of \$36,671.72 on the above referenced CPO with Capitol Business Interiors. The vendor has concurred that all invoices have been paid. The vendor was able to perform all required services at a lesser cost than was originally budgeted and approved. BMS is requesting cancellation of the remaining balance to roll back dollars for future budgeting use.

Please feel free to contact me if additional documentation or details are needed. I can be reached at 304-352-4319 or lakendra.burdette@wv.gov. Thank you for your time and consideration in this matter.



IN 21 # 111835



**CAPITOL
BUSINESS
INTERIORS**

06/02/21

**I HEREBY CERTIFY THAT THE ITEMS LISTED HEREON HAVE
BEEN RECEIVED AND APPROVED FOR PAYMENT**

I N V O I C E

PROGRAM APPROVAL SIGNATURE:
PRINTED NAME: Sarah Young
DATE: 6/17/2021

DATE: 06/02/21
TERMS: NET 15-STATE
INVOICE # 82398

SHIP TO:
DEPT HEALTH & HUMAN RESOURCES

BMS RECEPTION
350 CAPITOL ST
CHARLESTON WV 25301

BILL TO:
DEPT HEALTH & HUMAN RESOURCES

350 CAPITOL ST
CHARLESTON WV 25301

PROPOSAL # 102106 PROJECT # 41-14

SALESPERSON: PAM BLANKENSHIP

CLIENT: 105030

CLIENT PO # BMS2100000001

#	QTY	PRODUCT #	DESCRIPTION	UNIT	EXTENDED
*** The Following Items are to Match Existing Haworth Components ***					
1	1.00	JPAH-24-SJ X	Series, Pedestal, Attached, B/ B/F, 24"D, PtdDrwFrt, Stl Lkrl, J Pul SMOKE GRD A CHROME GRD A Discount Off List: 63.22 % List Price: 671.45	246.97	246.97
2	2.00	JPAJ-24-SJ X	Series, Pedestal, Attached, F/ F, 24"D, PtdDrwFrt, Stl Lkrl, J Pul SMOKE GRD A CHROME GRD A Discount Off List: 63.22 % List Price: 629.27	231.45	462.90
3	2.00	HFP-2444	Places, Straight Fabric Panel, Power 24In.Wx44In.H, Ptd Top Cap, 3	369.13	738.26

711 INDIANA AVENUE
CHARLESTON, WV 25302
304-343-7551

Cir,332,Base Trim,Asmb
 TAILORED GRD A SUIT GRD A
 TAILORED GRD A SUIT GRD A
 SMOKE GRD A SMOKE GRD A
 Discount Off List: 78.05 %
 List Price: 1682.04

4	3.00	HFP-3644	Places,Straight Fabric Panel,Power 36In.Wx44In.H,Ptd Top Cap,3 Cir,332,Base Trim,Asmb TAILORED GRD A SUIT GRD A TAILORED GRD A SUIT GRD A SMOKE GRD A SMOKE GRD A Discount Off List: 79.90 % List Price: 2088.36	419.82	1,259.46
5	1.00	HFP-4844	Places,Straight Fabric Panel,Power 48In.Wx44In.H,Ptd Top Cap,3 Cir,332,Base Trim,Asmb TAILORED GRD A SUIT GRD A TAILORED GRD A SUIT GRD A SMOKE GRD A SMOKE GRD A Discount Off List: 78.29 % List Price: 2166.84	470.51	470.51
6	2.00	HFPC-0044	Curved Fabric Finish Post 44In. TAILORED GRD A SUIT GRD A SMOKE GRD A SMOKE GRD A Discount Off List: 77.88 % List Price: 173.61	38.40	76.80
7	2.00	HPER-0044	Places,End of Run,Fabric Post 44In. TAILORED GRD A SUIT GRD A SMOKE GRD A SMOKE GRD A Discount Off List: 77.87 % List Price: 190.28	42.10	84.20
8	1.00	WUCA-3636-LJSAN44	Worksurface,Corner,36Dx36W, Lam,Edgeband,Std Core,Notched,24,24 WHITE NEBULA GRADE C SMOKE GRD A Discount Off List: 79.46 % List Price: 746.65	153.36	153.36
9	2.00	WURA-2424-LJSA	Worksurface, Rect,24Dx24W,Lam,Edgeband,S td Core,Notched WHITE NEBULA GRADE C SMOKE GRD A Discount Off List: 77.83 % List Price: 288.07	63.86	127.72
10	1.00	WURA-2436-LJSA	Worksurface, Rect,24Dx36W,Lam,Edgeband,S td Core,Notched	83.44	83.44

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WHITE NEBULA GRADE C SMOKE
 GRD A
 Discount Off List: 77.89 %
 List Price: 377.33

11 1.00	WUTS-1260-LJSC	Worksurface, Rect Countertop, 12Dx60W, Lam, Edge band, Std Core, No Cbl Mgt WHITE NEBULA GRADE C SMOKE GRD A Discount Off List: 78.00 % List Price: 567.31	124.81	124.81
12 1.00	PRD-3-B	Duplex Receptacles (Box Of 6), 3 Cir, 332, No ctrl SMOKE GRD A Discount Off List: 76.00 % List Price: 196.37	47.13	47.13
13 4.00	ZEED-1600-PP	Unigroup/Too/Places, Cntlvr Brkt, Standard, 16.5In.D, BH Discount Off List: 77.03 % List Price: 119.78	27.51	110.04
14 1.00	ZEBR-0000-PN	Worksurface, Rear-Corner Bracket, Unigroup Discount Off List: 77.05 % List Price: 20.87	4.79	4.79
15 2.00	ZHBT-0000-PNE	PLACES, Counter Top, Brkt, Low Profile Stl/Wd Top Cap SMOKE GRD A Discount Off List: 76.81 % List Price: 123.19	28.57	57.14

SUBTOTAL.....: 4,047.53

FINAL TOTAL.: 4,047.53

PAY THIS AMOUNT.....: 4,047.53

RECEIVED
 10/10/80
 10/10/80
 10/10/80

711 INDIANA AVENUE
 CHARLESTON, WV 25302
 304-343-7551



**CAPITOL
BUSINESS
INTERIORS**

IN 21711829

BPH/FIN JUN9'21 PM12126

I N V O I C E

DATE: 06/02/21

TERMS: NET 15-STATE

INVOICE # 82397

SHIP TO:
DEPT HEALTH & HUMAN RESOURCES

BMS RECEPTION STATE CONTRACT LABOR
350 CAPITOL ST
CHARLESTON WV 25301

BILL TO:
DEPT HEALTH & HUMAN RESOURCES

350 CAPITOL ST
CHARLESTON WV 25301

PROPOSAL # 102107 PROJECT # 41-14

SALESPERSON: PAM BLANKENSHIP

CLIENT: 105030

CLIENT PO # BMS00000001

#	QTY	PRODUCT #	DESCRIPTION	UNIT	EXTENDED
			*** Items below are WV SYSFURN19 ***		
1	3.00	LABOR	labor to tear down and reconfigure reception station	35.00	105.00

**I HEREBY CERTIFY THAT THE ITEMS LISTED HEREON HAVE
BEEN RECEIVED AND APPROVED FOR PAYMENT**

PROGRAM APPROVAL SIGNATURE:
PRINTED NAME: Sarah Young
DATE: 6/17/2021

Sarah Young

SUBTOTAL.....: 105.00
=====
FINAL TOTAL.: 105.00
PAY THIS AMOUNT.....: 105.00

711 INDIANA AVENUE
CHARLESTON, WV 25302
304-343-7551

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RECEIVED BY THE OFFICE OF THE
COMPTROLLER OF PUBLIC ACCOUNTS
ON 06/17/2021 AT 10:00 AM
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Business and Licensing

Online Data Services Help

Business Organization Detail

NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

CAPITOL BUSINESS EQUIPMENT, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	8/13/1958		8/13/1958	Domestic	Profit			

Organization Information			
Business Purpose	4532 - Retail Trade - Miscellaneous Store Retailers - Office Supplies, Stationery and Gift Stores	Capital Stock	25000.0000
Charter County	Kanawha	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	25.000000
Authorized Shares	1000	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	2450-90 FIRST AVE HUNTINGTON, WV, 25703
Mailing Address	ATTN: JUSTIN CARPENTER PO BOX 2968 HUNTINGTON, WV, 25728 USA
Notice of Process Address	JUSTIN CARPENTER PO BOX 2968 HUNTINGTON, WV, 25728
Principal Office Address	711 INDIANA AVENUE CHARLESTON, WV, 25302 USA
Type	Address

Officers	
Type	Name/Address
Director	MARSHALL REYNOLDS P O BOX 4040 HUNTINGTON, WV, 25729
Director	JUSTIN CARPENTER P O BOX 4040 HUNTINGTON, WV, 25729
Incorporator	JAMES C. DYER 319 24TH STREET DUNBAR, WV, 25064 USA
Incorporator	RAY HOWARD CUMBERLAND ROAD BLUEFIELD, WV, 24701 USA
President	JANET JOSEPH CLAYMAN 711 INDIANA AVENUE CHARLESTON, WV, 25302
Secretary	GREG ADKINS 2450-90 FIRST AVE HUNTINGTON, WV, 25703
Vice-President	JUSTIN CARPENTER P O BOX 2968 HUNTINGTON, WV, 25728
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
CAPITOL BUSINESS INTERIORS	TRADENAME	5/14/1998	
DISCOUNT OFFICE CENTER (DIVISION OF CAPITOL BUSINESS)	TRADENAME	4/7/1995	
DBA Name	Description	Effective Date	Termination Date

Date	Amendment
5/18/1998	MERGER: MERGING CBE ACQUISITION COMPANY, INC., A WV CORP WITH AND INTO CAPITOL BUSINESS EQUIPMENT, INC., A WV CORP, THE SURVIVOR.
12/19/1994	MERGER; MERGING DISCOUNT OFFICE CENTERS, INC., A QUAL WV CORP, WITH AND INTO CAPITOL BUSINESS EQUIPMENT, INC., A QUAL WV CORP, THEQ SURVIVOR.
9/19/1966	INCREASE TO \$50,000; 2,000 SHARES AT \$25.00; BOOK 249, PAGE 247.
Date	Amendment

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

Wednesday, February 28, 2024 — 8:08 AM

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- Any Words (i)
- All Words (i)
- Exact Phrase (i)

e.g. 123456789, Smith Corp

"CAPITOL BUSINESS INTERIORS" ×

- Classification ∨
- Excluded Individual ∨
- Excluded Entity ∨
- Federal Organizations ∨
- Exclusion Type ∨
- Exclusion Program ∨
- Location ∨
- Dates ∨

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Feedback

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>C#</u> Date: <u>3/4/24</u> Solicitation No. <u>C# 1</u> <i>cancel</i> <i>Balance</i>	Agency: BMS Procurement Officer Submitting Requisition: Althea Greenhowe Requisition No. CPO 0511 BMS21*1 PF No.: 734629
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

#	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> n/a
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> n/r
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.

For Purchasing Division Use Only:

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: _____

Christopher Husted