



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: 04-30-2021

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 0506 2949 EHP2100000005 1	Procurement Folder:	877092
Document Name:	WV Assoc. of Rehabilitation Facilities Temp Services- HSC	Reason for Modification:	
Document Description:	WV Assoc. of Rehabilitation Facilities Temp Services - HSC		
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 TEMP21A 1
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000204796 WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC 710 CENTRAL AVE CHARLESTON WV 25302-1702 US Vendor Contact Phone: 304-205-7970 Extension: 205 Discount Details: <table><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			Requestor Name: Christine L Basham Requestor Phone: (304) 356-4930 Requestor Email: christine.l.basham@wv.gov <div>21 FILE LOCATION _____</div>
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV 25301-3701 US	PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV 25301-3701 US

Purchasing Division's File Copy

Total Order Amount: \$30,829.50

ENTERED

TCW 5/4/21
PURCHASING DIVISION AUTHORIZATION
DATE: Lunda Harper 5/6/2021
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: Robert M. Galt 5/10/2021
ELECTRONIC SIGNATURE ON FILE

Extended Description:

WV Association of Rehabilitation Facilities
5/17/21-5/16/22

OA3 TEMP FOR HSC

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80111600	1950.00000	HOURL	\$15.8100	\$30,829.50
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-05-17	2022-05-16				

Commodity Line Description: TEMPORARY EMPLOYEE STAFFING SERVICES

Extended Description:

WV Association of Rehabilitation Facilities
5/17/21-5/16/22

OA3 TEMP FOR HSC

See attached Synopsis Award Spreadsheets for Contract Pricing.

Ok

Althea Greenhouse

WVARF Temp TSC S Form Rev 5-2016

TEMPORARY SERVICES CONTACT SHEET

(Please complete this form and fax to: WVARF at (205-7915), or email to: mjones@wvarf.org)

TO BE COMPLETED BY STATE AGENCY

Agency Name: DHHR/ HSC	Contract Request Date: 4/6/2021	Contract Start Date: 05/17/2021	Contract End Date: 05/16/2022
Name of Contact Person: CHRISTINE BASHAM	Shift Start Time: 8:30AM	Shift End Time: 4:30PM	Lunch: (Please circle) 1-hour <input checked="" type="radio"/> 1/2-hour paid / <input type="radio"/> unpaid
Contact Title: ASA I	PLEASE NOTE: This temporary services <u>walver</u> covers ONLY the Contract Period <u> </u> through <u> </u> . WVARF <u>will NOT</u> be financially responsible for any payment(s) your agency incurs for temporary worker placement(s) in this position beyond <u> </u> . Please be advised that at the end of the Contract Walver period listed above, your agency <u>MUST</u> re-contact WVARF for a new CONTRACT or Walver. THIS BOX TO BE COMPLETED BY WVARF ONLY		
Contact Phone: 304-356-4930			
Contact Fax: 304-558-8005			
Contact Email: CHRISTINE.L.BASHAM@WV.GOV			
State ID: CDO EHP21*005	WVARF Tracking #		
Job Location: Health Statistics Center 350 Capitol Street, Charleston 25301		Goodwill of Kanawha Valley	
County: Kanawha		Sub-contractor (CRP) Contact: Erica Smith-Woods - Sub-contractor (CRP) Phone: 304-346-0811	

AGENCY POSITION INFORMATION

Check	Job Classification	# Workers	# Hrs Per Day	# Days Per Week	Check	Job Classification	# Workers	# Hrs Per Day	# Days Per Week
	Accounting Technician 2					Custodian			
	Administrative Services Assistant 1					Laborer			
	Administrative Services Assistant 2					Cook			
	Executive Secretary					Parking Attendant			
X	Office Assistant 2	1	7.5	5		Groundskeeper			
	Office Assistant 3					Mail Runner			
	Word Processor					Health Service Worker			
	Data Entry Operator 2					Painter			

VENDOR INSTRUCTIONS:

- Please attach a brief description of job duties if different from WV Purchasing Division's TEMPORARY STAFFING SERVICES job descriptions
- If you have problems with employee time sheets or employee(s), immediately contact the subcontractor (CRP) listed above
- If you need additional space for specific instructions, including dress code, background check, etc., please attach the state agency temporary worker(s) requirements form from WV Purchasing Division's website under statewide contracts

AGENCY INSTRUCTIONS: (Please use additional sheets if more space is required).

Agency Representative Signature: Christine Basham

Title: ASA1

EXCEPTIONAL LABOR RESPONSE

CRP Contract Approval: Erica Smith-Woods

The West Virginia Association of Rehabilitation Facilities, Inc. (WVARF) is able - unable to supply # 1 temporary employee(s) with the above State Facility/Agency at this time.

WVARF Signature: Mary Jones

Title: Temporary Services

Date: 4/23/2021

The individual(s) assigned to fill your position(s) will be Brittany Counts

Employee(s) will begin work on 5/17/2021

WVARF will bill your agency at the State hourly pay rate of \$ 15.81

REGION 2:

SYNOPSIS AWARD LEVELS 1-3

TEMP21
Temporary Staffing Services

Mason	Cabell	Wayne	Mingo	Logan	Boone	Lincoln	Kanawha	Putnam	Roane	Jackson
AWARD LEVEL 1										
CLASSIFICATION	VENDOR	RATE \$	VENDOR	RATE \$	VENDOR	RATE \$	VENDOR	RATE \$	VENDOR	RATE \$
Accounting Technician 2	WVARE	\$ 15.81	Athena Consulting	\$ 12.30	Express	\$ 13.73				
Administrative Services Assistant 1	WVARE	\$ 15.81	Athena Consulting	\$ 12.30	22nd Century	\$ 12.94				
Administrative Services Assistant 2	WVARE	\$ 16.86	Athena Consulting	\$ 13.15	Express	\$ 14.02				
Cook	WVARE	\$ 13.00	Athena Consulting	\$ 12.30	Saunders Staffing	\$ 12.67				
Custodian	WVARE	\$ 14.05	Moten Tate	\$ 12.12	Athena Consulting	\$ 12.30				
Data Entry Operator 2	WVARE	\$ 16.86	Athena Consulting	\$ 12.60	Saunders Staffing	\$ 12.74				
Executive Secretary	WVARE	\$ 17.99	Saunders Staffing	\$ 12.88	Athena Consulting	\$ 14.60				
Groundskeeper	WVARE	\$ 13.36	Moten Tate	\$ 12.12	Athena Consulting	\$ 12.30				
Health Service Worker	WVARE	\$ 14.05	Athena Consulting	\$ 14.00	Moten Tate	\$ 14.63				
Laboratory Assistant 3	Athena Consulting	\$ 12.30	22nd Century	\$ 12.65	Jay Kay	\$ 13.49				
Laborer	WVARE	\$ 14.05	Moten Tate	\$ 12.00	Athena Consulting	\$ 12.30				
Mail Runner	WVARE	\$ 13.36	Athena Consulting	\$ 12.30	22nd Century	\$ 12.58				
Office Assistant 2	WVARE	\$ 14.41	Athena Consulting	\$ 12.05	22nd Century	\$ 12.58				
Office Assistant 3	WVARE	\$ 15.81	Athena Consulting	\$ 12.40	Saunders Staffing	\$ 12.82				
Paralegal	Athena Consulting	\$ 14.30	Excelsior	\$ 15.70	Manpower	\$ 17.43				
Parking Attendant	WVARE	\$ 13.36	Athena Consulting	\$ 12.30	22nd Century	\$ 12.58				
Word Processor	WVARE	\$ 14.05	Athena Consulting	\$ 12.30	22nd Century	\$ 12.58				
Region 2 Awards:										
CONTRACTS				COUNTIES AWARDED				KEY: RATE \$ HOURLY RATE		
CMA 0212 0212 TEMP21A	WVARE			ALL						
CMA 0212 0212 TEMP21B	Athena Consulting LLC dba Melissa Pappas			ALL						
CMA 0212 0212 TEMP21C	Saunders Staffing, Inc.			ALL						
CMA 0212 0212 TEMP21D	22nd Century Technologies, Inc.			ALL						
CMA 0212 0212 TEMP21E	Moten Tate, Inc.			ALL						
CMA 0212 0212 TEMP21F	Express Services, Inc.			ALL						
CMA 0212 0212 TEMP21G	Excelsior Consulting Services, Inc.			ALL						
CMA 0212 0212 TEMP21H	Jay Kay, Inc.			ALL						
CMA 0212 0212 TEMP21I	Manpower of WV, Inc. dba Manpower			ALL						
Effective Date: 07/15/2020										

West Virginia Secretary of State — Online Data Services

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.

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	5613 - 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	710 CENTRAL AVENUE CHARLESTON, WV, 25302
Mailing Address	710 CENTRAL AVENUE CHARLESTON, WV, 25302 USA
Notice of Process Address	TARA MARTINEZ 710 CENTRAL AVENUE CHARLESTON, WV, 25302
Principal Office Address	710 CENTRAL AVENUE CHARLESTON, WV, 25302 USA
Type	Address

Officers	
Type	Name/Address
Director	TARA MARTINEZ 1539 LEE ST E CHARLESTON, WV, 25311
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
Secretary	JESSICA ISNER 2044 NEW STONE RIDGE ROAD RIPLEY, WV, 25271

Treasurer	JESSICA ISNER 2044 NEW STONE RIDGE ROAD RIPLEY, WV, 25271
Vice-President	TIM CUNNINGHAM 517 C STREET SOUTH CHARLESTON, WV, 25303
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
CROSSROADS INDUSTRIES	TRADENAME	8/28/1995	
WVARF	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 501C3 LANGUAGE AND AMENDING BYLAWS
11/18/1985	AMEND; BY LAWS
Date	Amendment

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

Tuesday, May 4, 2021 — 2:00 PM

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