



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: 05-04-2021

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 EHP2100000006 1	Procurement Folder:	877095
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  <b>21</b> FILE LOCATION _____
	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

*TLW 5/4/21*  
PURCHASING DIVISION AUTHORIZATION  
DATE: *Linda Harper 5/6/2021*  
ELECTRONIC SIGNATURE ON FILE

**ENTERED**  
ENCUMBRANCE CERTIFICATION  
DATE: *Robert Potts 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 15CS Form Rev 5-2016

## TEMPORARY SERVICES CONTACT SHEET

(Please complete this form and fax to: WVARF at (205-7915), or email to: mjjones@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"/> paid / <input type="radio"/> unpaid
Contact Title: ASA I	PLEASE NOTE: This temporary services <u>waiver</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 Waiver period listed above, your agency <u>MUST</u> re-contact WVARF for a new CONTRACT or Waiver. THIS BOX TO BE COMPLETED BY WVARF ONLY		
Contact Phone: 304-856-4930	Contact Fax: 304-558-8005	Job Location: Health Statistics Center 350 Capitol Street, Charleston 25301	
Contact Email: CHRISTINE.L.BASHAM@WV.GOV	County: Kanawha		
State ID: CDO EHP21*006	Goodwill of Kanawha Valley 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			
X	Office Assistant 3	1	7.5	5		Mail Runner			
	Word Processor					Health Service Worker			
	Data Entry Operator 2					Painter			

## VENDOR INSTRUCTIONS:

- a) Please attach a brief description of job duties if different from WV Purchasing Division's TEMPORARY STAFFING SERVICES job descriptions  
b) If you have problems with employee time sheets or employee(s), immediately contact the subcontractor (CRP) listed above  
c) 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 BashamTitle: ASA I

## EXCEPTIONAL LABOR RESPONSE

CRP Contract Approval: [Signature]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 Jalen SmootEmployee(s) will begin work on 5/17/2021WVARF 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	WVVARF	\$ 15.81	Athena Consulting	\$ 12.30	Express	\$ 13.73						
Administrative Services Assistant 1	WVVARF	\$ 15.81	Athena Consulting	\$ 12.30	22nd Century	\$ 12.94						
Administrative Services Assistant 2	WVVARF	\$ 16.86	Athena Consulting	\$ 13.15	Express	\$ 14.02						
Cook	WVVARF	\$ 13.00	Athena Consulting	\$ 12.30	Saunders Staffing	\$ 12.67						
Custodian	WVVARF	\$ 14.05	Moten Tate	\$ 12.12	Athena Consulting	\$ 12.30						
Data Entry Operator2	WVVARF	\$ 16.86	Athena Consulting	\$ 12.60	Saunders Staffing	\$ 12.74						
Executive Secretary	WVVARF	\$ 17.99	Saunders Staffing	\$ 12.88	Athena Consulting	\$ 14.60						
Groundskeeper	WVVARF	\$ 13.36	Moten Tate	\$ 12.12	Athena Consulting	\$ 12.30						
Health Service Worker	WVVARF	\$ 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	WVVARF	\$ 14.05	Moten Tate	\$ 12.00	Athena Consulting	\$ 12.30						
Mail Runner	WVVARF	\$ 13.36	Athena Consulting	\$ 12.30	22nd Century	\$ 12.58						
Office Assistant 2	WVVARF	\$ 14.41	Athena Consulting	\$ 12.05	22nd Century	\$ 12.58						
Office Assistant 3	WVVARF	\$ 15.81	Athena Consulting	\$ 12.40	Saunders Staffing	\$ 12.82						
Paralegal	Athena Consulting	\$ 14.30	Excelsior	\$ 15.70	Manpower	\$ 17.43						
Parking Attendant	WVVARF	\$ 13.36	Athena Consulting	\$ 12.30	22nd Century	\$ 12.58						
Word Processor	WVVARF	\$ 14.05	Athena Consulting	\$ 12.30	22nd Century	\$ 12.58						
Region 2 Awards:												
CONTRACTS				COUNTIES AWARDED				KEY: RATE \$ HOURLY RATE				
CMA 0212 0212 TEMP21A	WVVARF		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

<b>Business Purpose</b>	5613 - Admin/Support Waste Mgt/Remediation Services - Administrative and Support Services - Employment Services (placement, executive search, temporary help, professional employer orgs)			<b>Capital Stock</b>	0.0000
<b>Charter County</b>	Kanawha			<b>Control Number</b>	0
<b>Charter State</b>	WV			<b>Excess Acres</b>	0
<b>At Will Term</b>				<b>Member Managed</b>	
<b>At Will Term Years</b>				<b>Par Value</b>	0.000000

<b>Authorized Shares</b>	0	<b>Young Entrepreneur</b>	Not Specified

<b>Addresses</b>	
Type	Address
<b>Local Office Address</b>	710 CENTRAL AVENUE CHARLESTON, WV, 25302
<b>Mailing Address</b>	710 CENTRAL AVENUE CHARLESTON, WV, 25302 USA
<b>Notice of Process Address</b>	TARA MARTINEZ 710 CENTRAL AVENUE CHARLESTON, WV, 25302
<b>Principal Office Address</b>	710 CENTRAL AVENUE CHARLESTON, WV, 25302 USA
Type	Address

<b>Officers</b>	
Type	Name/Address
<b>Director</b>	TARA MARTINEZ 1539 LEE ST E CHARLESTON, WV, 25311
<b>Incorporator</b>	GEORGE W. KESSINGER 1016 WILKIE DR CHARLESTON, WV, 25301 USA
<b>Incorporator</b>	TIMOTHY J. ATKINSON 180 B. ST KEYSER, WV, 26726 USA
<b>President</b>	JOHN EMPSON 22 CAPITOL STREET CHARLESTON, WV, 25301
<b>Secretary</b>	JESSICA ISNER 2044 NEW STONE RIDGE ROAD RIPLEY, WV, 25271



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

**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
<b>3/21/2014</b>	AMENDMENT FILED: SEE IMAGE
<b>6/4/2010</b>	FILED AMENDING BY-LAWS
<b>5/26/2009</b>	AMEND FILED ADDING 501C3 LANGUAGE AND AMENDING BYLAWS
<b>11/18/1985</b>	AMEND; BY LAWS
Date	Amendment

**Annual Reports**

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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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