



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: 10-08-2021

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 2896 WIC1800000003 13	Procurement Folder:	381703
Document Name:	CO 1 Cancellation of remaining balance.	Reason for Modification:	CO 1 - To cancel remaining balance per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.
Document Description:	CO 1 Cancellation of remaining balance.		
Procurement Type:	Central Delivery Order		
Buyer Name:	Crystal G Hustead		
Telephone:	(304) 558-2402		
Email:	crystal.g.hustead@wv.gov		
Shipping Method:	Best Way	Master Agreement Number:	CMA 0511 HHR1600000001 13
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000208534	Requestor Name:	Timothy A Boyd
FAHLGREN INC		Requestor Phone:	(304) 356-4979
4030 EASTON STATION STE 300		Requestor Email:	timothy.a.boyd@wv.gov
COLUMBUS	OH 43219		
US			
Vendor Contact Phone:	614-383-1500 Extension:		
Discount Details:			
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>
#1	No	0.0000	30
#2	No		0
#3	No		0
#4	No		0

**22**  
 FILE LOCATION \_\_\_\_\_

INVOICE TO	SHIP TO
PURCHASING DIRECTOR 304-356-4116	PURCHASING DIRECTOR 304-356-4116
HEALTH AND HUMAN RESOURCES	HEALTH AND HUMAN RESOURCES
BPH - NUTRITION SERVICES	BPH - NUTRITION SERVICES (WIC) C/O DHHR MATERIALS MANAGEMENT
350 CAPITOL ST, RM 519	900 BULLITT ST
CHARLESTON WV 25301-3717	CHARLESTON WV 25301
US	US

Total Order Amount: \$232,105.75

Purchasing Division's File Copy

CH 10/12/21

PURCHASING DIVISION AUTHORIZATION  
 DATE: *Linda Harper 10/13/21*  
 ELECTRONIC SIGNATURE ON FILE

ENTERED

ENCUMBRANCE CERTIFICATION  
 DATE: *10/13/2021*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

CO 1 - To cancel remaining balance per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	82101800	350.00000	HOUR	\$110.0000	\$38,500.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2017-11-01	2018-10-31				

**Commodity Line Description:** Account Services (4.1.2)

**Extended Description:**

Account Services (4.1.2)

350 hours at \$110.00=\$38,500.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	82101800	181.25000	HOUR	\$80.0000	\$14,500.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2017-11-01	2018-10-31				

**Commodity Line Description:** Television Production (4.1.3)

**Extended Description:**

Television Production (4.1.3)

200 hours at \$80.00=\$16,000.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	82101800	328.00000	HOUR	\$80.0000	\$26,240.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2017-11-01	2018-10-31				

**Commodity Line Description:** Print Media (4.1.7)

**Extended Description:**

Print Media (4.1.7)

450 hours at \$80.00=\$36,000.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	82101800	59.75000	HOUR	\$65.0000	\$3,883.75
Service From	Service To	Manufacturer	Model No	Delivery Date	
2017-11-01	2018-10-31				

**Commodity Line Description:** Design and Copy (4.1.10)

**Extended Description:**

Design and Copy (4.1.10)

100 hours at \$65.00=\$6,500.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	82101800	0.00000		\$0.0000	\$148,982.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2017-11-01	2018-10-31				

**Commodity Line Description:** Subcontract Purchases Add-On

**Extended Description:**

Percentage Add-On for Subcontractor Purchases = 0%  
 Vendor will pass through actual costs with NO MARKUP

Outside production costs associated with the overall campaign (may include printing, shipping, video production related expenses and other program related expenses) - \$149,725.00



STATE OF WEST VIRGINIA  
 DEPARTMENT OF HEALTH AND HUMAN RESOURCES  
 Bureau for Public Health  
 Commissioner's Office

Bill J. Crouch  
 Cabinet Secretary

Catherine C. Slemp, MD, MPH  
 Commissioner & State Health Officer

September 29, 2021

Fahlgren Inc  
 4030 Easton Station, Ste 300  
 Columbus, OH 43219

Re: Cancellation of Remaining Balance  
 PO#: CDO WIC1800000003

Dear Vendor:

The above referenced Purchase Order in the amount of \$246,725.00 was issued on September 25, 2017. We are requesting your approval to cancel the remaining balance of \$14,619.25 that still exists on purchase order # CDO WIC1800000003.

Your signature on the line below will acknowledge that you concur with this action and there are no outstanding invoices against this purchase order. Please mail this letter back to my attention at 350 Capitol Street Room 206, Charleston, WV 25301, or email to me at [Timothy.A.Boyd@wv.gov](mailto:Timothy.A.Boyd@wv.gov) , or fax it to me at (304) 558-8005. Failure to receive written exception to this cancellation by October 29, 2021 will also constitute your concurrence with our cancellation plan.

This cancellation does not impact current or future contracts which you may have with this office. It pertains to this specific purchase order only.

If you have questions or need additional information, please call me at (304) 352-4841.

Sincerely,

  
 Timothy Boyd  
 Bureau for Public Health

Pam Lowe

Signature

October 4, 2021

Date

Ok  
