



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.

<b>Order Number:</b>	CDO 0506 2896 WIC1800000005 10	<b>Procurement Folder:</b>	438905
<b>Document Name:</b>	CO 1 - Cancellation of remaining balance	<b>Reason for Modification:</b>	CO 1 - To cancel remaining balance per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.
<b>Document Description:</b>	CO 1 - Cancellation of remaining balance		
<b>Procurement Type:</b>	Central Delivery Order		
<b>Buyer Name:</b>	Crystal G Hustead		
<b>Telephone:</b>	(304) 558-2402		
<b>Email:</b>	crystal.g.hustead@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Master Agreement Number:</b>	CMA 0511 HHR1600000001 10
<b>Free on Board:</b>	FOB Dest, Freight Prepaid		

VENDOR				DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000208534			<b>Requestor Name:</b>	Timothy A Boyd
FAHLGREN INC				<b>Requestor Phone:</b>	(304) 356-4979
4030 EASTON STATION STE 300				<b>Requestor Email:</b>	timothy.a.boyd@wv.gov
COLUMBUS		OH	43219	<div style="font-size: 48pt; font-weight: bold;">22</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
US					
<b>Vendor Contact Phone:</b>	614-383-1500	<b>Extension:</b>			
<b>Discount Details:</b>					
	<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		

INVOICE TO	SHIP TO
PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - NUTRITION SERVICES 350 CAPITOL ST, RM 519 CHARLESTON WV 25301-3717 US	PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - NUTRITION SERVICES 350 CAPITOL ST, RM 519 CHARLESTON WV 25301-3717 US

Purchasing Division's File Copy

<b>Total Order Amount:</b>	\$120,217.58
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ENTERED

CH 10/12/21  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *Lunda Harper 10/13/21*  
 ELECTRONIC SIGNATURE ON FILE

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	650.00000	HOUR	\$110.0000	\$71,500.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2018-05-15	2019-04-29				

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

**Extended Description:**

Account Services (4.1.2)

650 hours at \$110.00 = \$71,500.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	82101800	209.28000	HOUR	\$80.0000	\$16,742.40
Service From	Service To	Manufacturer		Model No	Delivery Date
2018-05-15	2019-04-29				

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

**Extended Description:**

Print Media (4.1.7)

650 hours at \$80.00 = \$52,000.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	82101800	0.00000		\$0.0000	\$31,975.18
Service From	Service To	Manufacturer		Model No	Delivery Date
2018-05-15	2019-04-29				

**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 this project (may include production, installation, delivery, printing, etc.)  
\$35,000.00



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 WIC1800000005

Dear Vendor:

The above referenced Purchase Order in the amount of \$158,500.00 was issued on April 2, 2018. We are requesting your approval to cancel the remaining balance of \$38,282.42 that still exists on purchase order # CDO WIC1800000005.

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