



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: 04-06-2022

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 3722 BPH2100000001 6	<b>Procurement Folder:</b>	788819
<b>Document Name:</b>	CO 1	<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>	Cancellation of remaining balance.		
<b>Procurement Type:</b>	Central Delivery Order		
<b>Buyer Name:</b>	Jessica L Hovanec		
<b>Telephone:</b>	304-558-2314		
<b>Email:</b>	jessica.l.hovanec@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Master Agreement Number:</b>	CMA 0212 TEMP21A 6
<b>Free on Board:</b>	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000204796	<b>Requestor Name:</b>	Forrest D Daniel
WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC 710 CENTRAL AVE		<b>Requestor Phone:</b>	(304) 356-4057
CHARLESTON WV 25302-1702		<b>Requestor Email:</b>	forrest.d.daniel@wv.gov
US			
<b>Vendor Contact Phone:</b>	304-205-7970	<b>Extension:</b>	205
<b>Discount Details:</b>			
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

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

INVOICE TO	SHIP TO
PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES  BUREAU FOR PUBLIC HEALTH CENTRAL FINANCE 350 CAPITOL ST, RM 206  CHARLESTON WV 25301-3717  US	PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES  BUREAU FOR PUBLIC HEALTH CENTRAL FINANCE 350 CAPITOL ST, RM 206  CHARLESTON WV 25301-3717  US

**Total Order Amount:** \$18,252.66

Purchasing Division's File Copy

**ENTERED**

JLH 4/18/2022  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *Mark O'Neil 4/18/2022*  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *Beverly Tiden 4-19-22*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order 1 is issued to reduce the hours on delivery order from 2068 to 1154.501 (actual used hours) per attached document:

Original Contract Total: \$33,485.58  
Change Order 1 Decrease: (\$15,232.92)  
New Contract Total: \$18,252.66

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80111600	1154.50100	HOUR	\$15.8100	\$18,252.66
Service From	Service To	Manufacturer	Model No	Delivery Date	
2020-10-14	2021-10-13				

**Commodity Line Description:** Administrative Services Assistant I

**Extended Description:**

Administrative Services Assistant I (Purchasing)  
Central Finance  
10/14/2020 - 10/13/2021

See attached Synopsis Award Spreadsheets for Contract Pricing.

To cancel remaining quantity balance to bring the dollar amount to zero 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
2	80111600	0.00000	HOUR	\$23.7150	\$0.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2020-10-14	2021-10-13				

**Commodity Line Description:** Administrative Services Assistant I Overtime Worked

**Extended Description:**

Line item is for the Overtime Rate based on CL1 Unit price x 1.5 (time and a half)  
Administrative Services Assistant I (Purchasing)  
Central Finance  
10/14/2020 - 10/13/2021

See attached Synopsis Award Spreadsheets for Contract Pricing.

To cancel remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.



STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES  
BUREAU FOR PUBLIC HEALTH  
OFFICE OF CENTRAL FINANCE  
350 Capitol Street, Room 206  
Charleston, WV 25301

Jim Justice  
Governor

Bill J. Crouch  
Cabinet Secretary

September 2, 2020

West Virginia Association of Rehabilitation Facilities Inc.  
710 Central Ave  
Charleston, WV 25302-1702

Re: Cancellation of Remaining Balance  
PO#: CDO BPH210000001

Dear Vendor:

The above referenced Purchase Order in the amount of \$33,485.58 was issued on September 9, 2021. We are requesting your approval to cancel the remaining balance of \$15, 232.92 that still exists on purchase order# CDO BPH210000001.

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 the address above, or email to me at April.N.Ray@wv.gov. Failure to receive written exception to this cancellation by April 16, 2022, 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 email me at April.N.Ray@wv.gov.

Sincerely,

April Ray  
Bureau for Public Health

DocuSigned by:  
Tara Martinez  
Signature

3/29/2022  
Date

OK  
Ally Greenhouse

**WV Association of Rehabilitation Facilities Inc.**  
**Transaction List by Customer**  
 All Transactions

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>P. O. #</u>	<u>Memo</u>	<u>Paid</u>	<u>Open Balance</u>	<u>Amount</u>
<b>TS DHHR BPH Central Finance</b>								
<b>Fox, Ernestine</b>								
	Invoice	10/31/2020	113103	BPH21*01	TS DHHR-BPH Ernestine Fox	Paid		1,565.19
	Invoice	11/30/2020	113705	BPH21*01	TS DHHR-BPH Ernestine Fox	Paid		2,114.89
	Invoice	12/31/2020	113838	BPH21*01	TS DHHR-BPH Ernestine Fox	Paid		2,403.12
	Invoice	01/31/2021	114447	BPH21*01	TS DHHR-BPH Ernestine Fox	Paid		1,889.53
	Invoice	02/28/2021	115062	BPH21*01	TS DHHR-BPH Ernestine Fox	Paid		2,276.64
	Invoice	03/31/2021	115642	BPH21*01	TS DHHR-BPH Ernestine Fox	Paid		2,280.83
	Invoice	04/30/2021	116189	BPH21*01	TS DHHR-BPH Ernestine Fox	Paid		2,300.38
	Invoice	05/31/2021	116868	BPH21*01	TS DHHR-BPH Ernestine Fox	Paid		1,256.90
	Invoice	05/31/2021	117011	BPH21*01	TS DHHR-BPH Ernestine Fox	Paid		1,183.66
	Invoice	06/30/2021	117473	BPH21*01	TS DHHR-BPH Ernestine Fox	Paid		1,011.84
								<u>18,252.66</u>