



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: 05-13-2022

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 BPH2100000004 6	<b>Procurement Folder:</b>	809410
<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				<div style="font-size: 48px; font-weight: bold;">22</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
<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				

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

Purchasing Division's File Copy

<b>Total Order Amount:</b>	\$12,923.19
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ENTERED

JLH 5/17/2022  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *Mark Cuff 5/17/2022*  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *Beverly Tolson 5-18-22*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order 1 is issued to reduce the hours on delivery order from 2068 to 766.5 (actual used hours) per attached document:

Original Contract Total: \$35,709.48  
Change Order 1 Decrease: (\$22,786.29)  
New Contract Total: \$12,923.19

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80111600	766.50000	HOUR	\$16.8600	\$12,923.19
Service From	Service To	Manufacturer	Model No	Delivery Date	
2020-12-07	2021-12-06				

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

**Extended Description:**

\*\*\*Administrative Services Assistant II  
Central Finance  
12/07/20-12/06/21  
TEMP21A

See Synopsis Award Pages 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	\$25.2900	\$0.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2020-12-07	2021-12-06				

**Commodity Line Description:** Administrative Services Assistant II - 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 II  
Central Finance  
12/07/20-12/06/21  
TEMP21A

See Synopsis Award Pages 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

Jim Justice  
Governor

350 Capitol Street, Room 206  
Charleston, WV 25301

Bill J. Crouch  
Cabinet Secretary

May 2, 2022

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

Re: Cancellation of Remaining Balance  
PO#: CDO BPH2100000004

Dear Vendor:

The above referenced Purchase Order in the amount of \$35,709.48 was issued on December 1, 2020. We are requesting your approval to cancel the remaining balance of \$22,786.29 that still exists on purchase order# CDO BPH2100000004.

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 June, 2, 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.

Ok  
*Althea Greenhow*

Sincerely,

April Ray  
Bureau for Public Health

DocuSigned by:

*Tara Martinez*

38DD98D0CE6B4LT

Signature

5/6/2022

Date

WW Association of Rehabilitation Facilities Inc.  
**Sales by Customer Detail**  
 July 1, 2017 through May 4, 2022

	Type	Date	Num	Memo	P. O. #	Open Balance	Amount
Cole, Jordan	Invoice	12/31/2020	113850	TEMP16A/Administrative Services Assistant 2 /Region IV Jordan Cole - December 7-31, 2020	BPH21'04		1,889.30
	Invoice	01/31/2021	114412	TEMP21A/Administrative Services Assistant 2 /Region IV Jordan Cole - January 2021	BPH21'04		2,438.27
	Invoice	02/28/2021	115051	TEMP21A/Administrative Services Assistant 2 /Region IV Jordan Cole - February 2021	BPH21'04		2,419.41
	Invoice	03/31/2021	115558	TEMP21A/Administrative Services Assistant 2 /Region IV Jordan Cole - March 2021	BPH21'04		2,781.90
	Invoice	04/30/2021	116131	TEMP21A/Administrative Services Assistant 2 /Region IV Jordan Cole - April 2021	BPH21'04		2,638.59
	Invoice	05/31/2021	116873	TEMP21A/Administrative Services Assistant 2 /Region IV Jordan Cole - May 2021	BPH21'04		632.25
	Credit Memo	02/29/2022	113850CM	TEMP16A/Administrative Services Assistant 2 /Region IV Jordan Cole - December 7-31, 2020	BPH21'04		-1,889.30
	Invoice	03/01/2022	113850A	TEMP21A/Administrative Services Assistant 2 /Region IV Jordan Cole - December 7-31, 2020	BPH21'04		2,014.77
Total Cole, Jordan						0.00	12,923.19