



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.

Order Number:	CDO 0506 3722 BPH2100000005 6	Procurement Folder:	809411
Document Name:	CO 1	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:	Cancellation of remaining balance.		
Procurement Type:	Central Delivery Order		
Buyer Name:	Jessica L Hovanec		
Telephone:	304-558-2314		
Email:	jessica.l.hovanec@wv.gov		
Shipping Method:	Best Way	Master Agreement Number:	CMA 0212 TEMP21A 6
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000204796			Requestor Name:	Forrest D Daniel
WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC 710 CENTRAL AVE				Requestor Phone:	(304) 356-4057
CHARLESTON WV 25302-1702				Requestor Email:	forrest.d.daniel@wv.gov
US				<div style="font-size: 48pt; font-weight: bold;">22</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
Vendor Contact Phone:	304-205-7970	Extension:	205		
Discount Details:					
	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 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:	\$29,682.04
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Purchasing Division's File Copy

ENTERED

JUL 5/17/2022

PURCHASING DIVISION AUTHORIZATION DATE: <i>Mary Cuff 5/17/2022</i> ELECTRONIC SIGNATURE ON FILE
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ENCUMBRANCE CERTIFICATION DATE: <i>Beverly Tolson 5-18-22</i> ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order 1 is issued to reduce the hours on delivery order from 2068 to 1760.5005 (actual used hours) per attached document:

Original Contract Total: \$35,709.48
Change Order 1 Decrease: (\$6,027.44)
New Contract Total: \$29,682.04

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80111600	1760.50050	HOUR	\$16.8600	\$29,682.04
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 BPH2100000005

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 \$6,027.44 that still exists on purchase order# CDO BPH2100000005.

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.

Sincerely,

Ok
Althea Greenhour

April Ray
Bureau for Public Health

DocuSigned by:
Tara Martinez
28D088D0CF884EF...

Signature

5/6/2022

Date

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

	Type	Date	Num	P. O. #	Memo	Paid	Open Balance	Amount
Boyd, Timothy	Invoice	12/31/2020	113848	BPH21*05	TSDHHR BPH- Timothy Boyd- Timothy Boyd	Unpaid	1,867.25	1,867.25
	Invoice	01/31/2021	114411	BPH21*05	TSDHHR BPH- Timothy Boyd- Timothy Boyd	Paid		2,419.41
	Invoice	02/28/2021	115050	BPH21*05	TSDHHR BPH- Timothy Boyd- Timothy Boyd	Paid		2,061.14
	Invoice	03/31/2021	115557	BPH21*05	TSDHHR BPH- Timothy Boyd- Timothy Boyd	Paid		2,672.31
	Invoice	04/30/2021	116130	BPH21*05	TSDHHR BPH- Timothy Boyd- Timothy Boyd	Paid		2,335.11
	Invoice	05/31/2021	116872	BPH21*05	TSDHHR BPH- Timothy Boyd- Timothy Boyd	Paid		2,166.51
	Invoice	06/30/2021	117467	BPH21*05	TSDHHR BPH- Timothy Boyd- Timothy Boyd	Paid		2,545.86
	Invoice	07/31/2021	117891	BPH21*05	TSDHHR BPH- Timothy Boyd- Timothy Boyd	Paid		2,562.72
	Invoice	08/31/2021	118706	BPH21*05	TSDHHR BPH- Timothy Boyd- Timothy Boyd	Paid		2,832.48
	Invoice	09/30/2021	119303	BPH21*05	TSDHHR BPH- Timothy Boyd- Timothy Boyd	Paid		2,815.62
	Invoice	10/31/2021	120136	BPH21*05	TSDHHR BPH- Timothy Boyd- Timothy Boyd	Paid		2,427.84
	Invoice	11/30/2021	120572	BPH21*05	TSDHHR BPH- Timothy Boyd- Timothy Boyd	Paid		2,436.27
	Invoice	12/31/2021	121146	BPH21*05	TSDHHR BPH- Timothy Boyd- Timothy Boyd	Paid		539.52
								<u>29,682.04</u>