



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.

Order Number:	CDO 0506 3722 BPH2100000007 6	Procurement Folder:	832335
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 WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC 710 CENTRAL AVE CHARLESTON WV 25302-1702 US Vendor Contact Phone: 304-205-7970 Extension: 205 Discount Details: <table border="1"> <thead> <tr> <th></th> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>No</td> <td></td> <td></td> </tr> </tbody> </table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			Requestor Name: Forrest D Daniel Requestor Phone: (304) 356-4057 Requestor Email: forrest.d.daniel@wv.gov <div style="text-align: center; font-size: 2em; font-weight: bold;">22</div> FILE LOCATION _____
	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:	\$16,345.77
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Purchasing Division's File Copy

JLH 4/18/2022
 PURCHASING DIVISION AUTHORIZATION
 DATE: *Mark Cox - 4/19/2022*
 ELECTRONIC SIGNATURE ON FILE

ENTERED

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

Extended Description:

Change Order 1 is issued to reduce the hours on delivery order from 2068 to 969.5 (actual used hours) per attached document:

Original Contract Total: \$35,709.48
Change Order 1 Decrease: (\$19,363.71)
New Contract Total: \$16,345.77

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80111600	969.50000	HOUR	\$16.8600	\$16,345.77
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-01-25	2022-01-24				

Commodity Line Description: Administrative Services Assistant II

Extended Description:

***Administrative Services Assistant II
Central Finance
1/25/2021-1/24/2022
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	
2021-01-25	2022-01-24				

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
1/25/2021-1/24/2022
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
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 BPH2100000007

Dear Vendor:

The above referenced Purchase Order in the amount of \$35,709.48 was issued on September 9, 2021. We are requesting your approval to cancel the remaining balance of \$19,363.71 that still exists on purchase order# CDO BPH2100000007.

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
Alta 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>
TS DHHR BPH Central Finance								
Amburgey-Capps, EII								
	Invoice	02/28/2021	115074	BPH21*07		Paid		2,099.07
	Invoice	03/31/2021	115625	BPH21*07		Paid		2,773.47
	Invoice	04/30/2021	116173	BPH21*07		Paid		2,208.68
	Invoice	05/31/2021	116638	BPH21*07		Paid		2,318.25
	Invoice	06/30/2021	117438	BPH21*07		Paid		2,529.00
	Invoice	07/31/2021	117713	BPH21*07		Paid		2,351.97
	Invoice	08/31/2021	118716	BPH21*07		Paid		2,065.35
								<u>16,345.77</u>