



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: 05-03-2022

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 2937 CME2000000001 5	Procurement Folder:	644350
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 TEMP16A 5
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	00000204796	Requestor Name:	Lesley E Walizer
WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC 710 CENTRAL AVE		Requestor Phone:	(304) 356-4545
CHARLESTON WV 25302-1702		Requestor Email:	lesley.e.walizer@wv.gov
US			
Vendor Contact Phone:	304-205-7970 Extension:		
<b>Discount Details:</b>			
	Discount Allowed	Discount Percentage	Discount Days
#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 OFFICE CHIEF MEDICAL EXAMINER  619 VIRGINIA ST WEST  CHARLESTON WV 25302  US	PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES  BUREAU FOR PUBLIC HEALTH OFFICE CHIEF MEDICAL EXAMINER  619 VIRGINIA ST W  CHARLESTON WV 25302  US

Total Order Amount: \$12,923.44

Purchasing Division's File Copy

**ENTERED**

4/4 5/19/2022

PURCHASING DIVISION AUTHORIZATION  
 DATE: *Max Cox - 5/09/2022*  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *Beverly Tolson 5-9-22*  
 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: \$26,305.50  
Change Order 1 Decrease: (\$13,382.06)  
New Contract Total: \$12,923.44

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80111613	958.00140	HOUR	\$13.4900	\$12,923.44
Service From	Service To	Manufacturer	Model No	Delivery Date	
2019-11-01	2020-10-31				

**Commodity Line Description:** TEMPORARY EMPLOYEE SERVICES

**Extended Description:**

TEMP OA 2 for OCME Faith Logan  
11/1/19-10/31/20

See Synopsis Award Pages (Revised 07/15/2019) for contract pricing.



STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES  
Bureau for Public Health  
Commissioner's Office

Bill J. Crouch  
Cabinet Secretary

Ayne Amjad, MD, MPH  
Commissioner & State Health Officer

April 27, 2022

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

Re: Cancellation of Remaining Balance  
PO#: CDO CME200000001

Dear Vendor:

The above referenced Purchase Order in the amount of \$26,305.50 was issued on October 28, 2019. We are requesting your approval to cancel the remaining balance of \$13,382.06 that still exists on purchase order # CDO CME200000001.

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 [Lesley.E.Walizer@wv.gov](mailto:Lesley.E.Walizer@wv.gov), or fax it to me at (304) 558-8005. Failure to receive written exception to this cancellation by May 27, 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 call me at (304) 352-4814.

Ok.

*Althea Greenhow*

Sincerely,

*Lesley Walizer*

Lesley Walizer  
Bureau for Public Health

DocuSigned by:

*Tara Martinez*

38888888004EF...

Signature

5/2/2022

Date