



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 2949 EHP2100000005 5	Procurement Folder:	877092
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 5
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				Requestor Phone:	(304) 356-4057
710 CENTRAL AVE				Requestor Email:	forrest.d.daniel@wv.gov
CHARLESTON	WV	25302-1702		<div style="font-size: 48px; font-weight: bold;">22</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
US					
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 BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV 25301-3701 US	PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - VITAL RECORDS 350 CAPITOL ST, RM 165 CHARLESTON WV 25301-3701 US

Total Order Amount:	\$0.00
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Purchasing Division's File Copy

ENTERED

JLH 4/18/2022

PURCHASING DIVISION AUTHORIZATION DATE: <i>Mark [Signature]</i> 4/19/2022 ELECTRONIC SIGNATURE ON FILE
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ENCUMBRANCE CERTIFICATION DATE: <i>Beverly [Signature]</i> 4-19-22 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order 1 is issued to reduce the hours on delivery order from 1950 to 0 (actual used hours) per attached document:

Original Contract Total: \$30,829.50
Change Order 1 Decrease: (\$30,829.50)
New Contract Total: \$0.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80111600	0.00000	HOUR	\$15.8100	\$0.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-05-17	2022-05-16				

Commodity Line Description: TEMPORARY EMPLOYEE STAFFING SERVICES

Extended Description:

WV Association of Rehabilitation Facilities
5/17/21-5/16/22

****OA3 TEMP FOR HSC****

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
Commissioner's Office

Bill J. Crouch
Cabinet Secretary

March 18, 2022

WVARF
710 Central Ave
Charleston, WV 25302-1702

Re: Cancellation of Balance
PO#: CDO EHP2100000005

Dear Vendor:

The above referenced Purchase Order in the amount of \$30,829.50 was issued on April 6, 2021. We are requesting your approval to cancel the balance in its entirety of \$30,829.50 that still exists on purchase order CDO EHP2100000005 (Temp Office Assistant 3 – Brittany Counts)

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 Forrest.D.Daniel@WV.Gov. Failure to receive written exception to this cancellation by April 18, 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 contract only.

If you have questions or need additional information, please call Billie Hancock at (304) 352-4817.

Sincerely,

Forrest Daniel
Bureau for Public Health

3/29/2022

DocuSigned by:
Tara Martinez
36DD48D6CE6B4EF

Signature

Date

OK
Al Greenhowe