



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: 03-27-2023

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 0506 HHR2300000008 3	<b>Procurement Folder:</b>	1175385
<b>Document Name:</b>	Change Order No. 2	<b>Reason for Modification:</b>	Change Order No. 2 To add additional Accounting Technician Temporary Staff for BPH effective 03/28/2023 - 02/09/2024
<b>Document Description:</b>	Accounting Technician II Temporary Staffing		
<b>Procurement Type:</b>	Central Delivery Order		
<b>Buyer Name:</b>	Crystal G Hustead		
<b>Telephone:</b>	(304) 558-2402		
<b>Email:</b>	crystal.g.hustead@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Master Agreement Number:</b>	CMA 0506 HHR2000000007 3
<b>Free on Board:</b>	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000228419	<b>Requestor Name:</b>	Elizabeth Webb
EXPRESS SERVICES INC		<b>Requestor Phone:</b>	(304) 558-2996
47 RHL BLVD		<b>Requestor Email:</b>	elizabeth.a.webb@wv.gov
SOUTH CHARLESTON	WV 25309	<div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
US			
<b>Vendor Contact Phone:</b>	999-999-9999 Extension:		
<b>Discount Details:</b>			

INVOICE TO	SHIP TO
BUYER - 304-957-0209	PURCHASING DIRECTOR 304-356-4116
HEALTH AND HUMAN RESOURCES	HEALTH AND HUMAN RESOURCES
FINANCE	BPH - ENVIRONMENTAL HEALTH SERVICES
ONE DAVIS SQUARE, STE 300	350 CAPITOL ST, RM 313
CHARLESTON WV 25301	CHARLESTON WV 25301-1757
US	US

**Total Order Amount:** \$650,160.00

Purchasing Division's File Copy

ENTERED

CH 3/27/23  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *Tara Hill 3/27/2023*  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *3/28/2023*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order No. 2 To add additional Accounting Technician Temporary Staff for BPH effective 03/28/2023 through 02/09/2024.

Brenton Davis - Estimated 1800 hours (1600 regular hrs estimated 200 overtime hrs.) - BPH Finance  
Kristina Hudnall - Estimated 1800 hours (1600 regular hrs estimated 200 overtime hrs.) - BPH Finance

Quantities listed in this delivery order are approximations only, based on agency estimates. It is understood and agreed that the Contract shall cover the quantities worked during the term of this delivery order, whether more or less than the quantities shown.

Payment will only be made for actual commodities and/or services rendered.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80111605	950.00000	HOUR	\$21.0000	\$19,950.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-02-10	2023-06-30			2023-02-10	

**Commodity Line Description:** Accounting Technician II - Justine M. Keaton

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance

Justine M. Keaton - Estimated regular hours - 950 hrs X \$21.00 = \$19,950.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80111605	950.00000	HOUR	\$21.0000	\$19,950.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-02-10	2023-06-30			2023-02-10	

**Commodity Line Description:** Accounting Technician II - Jared Nelson

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance

Jared Nelson - Estimated regular hours - 950 hrs X \$21.00 = \$19,950.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80111605	950.00000	HOUR	\$21.0000	\$19,950.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-02-10	2023-06-30			2023-02-10	

**Commodity Line Description:** Accounting Technician II - Maranda Gilkeron

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance

Maranda Gilkeron - Estimated regular hours - 950 hrs X \$21.00 = \$19,950.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80111605	950.00000	HOUR	\$21.0000	\$19,950.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-02-10	2023-06-30			2023-02-10	

**Commodity Line Description:** Accounting Technician II - Victoria Bishop

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance

Victoria Bishop - Estimated regular hours - 950 hrs X \$21.00 = \$19,950.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	80111605	950.00000	HOUR	\$21.0000	\$19,950.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-02-10	2023-06-30			2023-02-10	

**Commodity Line Description:** Accounting Technician II - Anthony Badger

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance

Anthony Badger - Estimated regular hours - 950 hrs X \$21.00 = \$19,950.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	80111605	950.00000	HOUR	\$21.0000	\$19,950.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-02-10	2023-06-30			2023-02-10	

**Commodity Line Description:** Accounting Technician II - Alice Burgess

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance

Alice Burgess - Estimated regular hours - 950 hrs X \$21.00 = \$19,950

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	80111605	950.00000	HOUR	\$21.0000	\$19,950.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-02-10	2023-06-30			2023-02-10	

**Commodity Line Description:** Accounting Technician II - Gary Stewart

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance

Gary Stewart - Estimated regular hours - 950 hrs X \$21.00 = \$19,950

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	80111605	1330.00000	HOUR	\$21.0000	\$27,930.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-07-01	2024-02-09			2023-02-10	

**Commodity Line Description:** Accounting Technician II - Justine M. Keaton

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance

Justine M. Keaton - Estimated regular hours - 1330 hrs X \$21.00 = \$27,930

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	80111605	1330.00000	HOUR	\$21.0000	\$27,930.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-07-01	2024-02-09				2023-02-10

**Commodity Line Description:** Accounting Technician II - Jared Nelson

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance

Jared Nelson - Estimated regular hours - 1330 hrs X \$21.00 = \$27,930

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	80111605	1330.00000	HOUR	\$21.0000	\$27,930.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-07-01	2024-02-09				2023-02-10

**Commodity Line Description:** Accounting Technician II - Maranda Gilkeron

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance

Maranda Gilkeron - Estimated regular hours - 1330 hrs X \$21.00 = \$27,930

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	80111605	1330.00000	HOUR	\$21.0000	\$27,930.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-07-01	2024-02-09				2023-02-10

**Commodity Line Description:** Accounting Technician II - Victoria Bishop

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance

Victoria Bishop - Estimated regular hours - 1330 hrs X \$21.00 = \$27,930

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
13	80111605	1330.00000	HOUR	\$21.0000	\$27,930.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-07-01	2024-02-09				2023-02-10

**Commodity Line Description:** Accounting Technician II - Anthony Badger

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance

Anthony Badger - Estimated regular hours - 1330 hrs X \$21.00 = \$27,930

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
14	80111605	1330.00000	HOUR	\$21.0000	\$27,930.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-07-01	2024-02-09				2023-02-10

**Commodity Line Description:** Accounting Technician II - Alice Burgess

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance

Alice Burgess - Estimated regular hours -1330 hrs X \$21.00 = \$27,930

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
16	80111605	950.00000	HOUR	\$21.0000	\$19,950.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-10	2023-06-30				2023-02-10

**Commodity Line Description:** Accounting Technician II - Michelle Sooy

**Extended Description:**

Accounting Technician II Temporary Staffing - ODCP

Michelle Sooy - Estimated regular hours - 950 hrs X \$21.00 = \$19,950

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
18	80111605	1330.00000	HOUR	\$21.0000	\$27,930.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-07-01	2024-02-09				2023-02-10

**Commodity Line Description:** Accounting Technician II - Michelle Sooy

**Extended Description:**

Accounting Technician II Temporary Staffing - ODCP

Michelle Sooy - Estimated regular hours -1330 hrs X \$21.00 = \$27,930

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
19	80111605	1330.00000	HOUR	\$21.0000	\$27,930.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-07-01	2024-02-09				2023-02-10

**Commodity Line Description:** Accounting Technician II - Gary Stewart

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance

Gary Stewart - Estimated regular hours - 1330 hrs X \$21.00 = \$27,930

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
20	80111605	950.00000	HOUR	\$21.0000	\$19,950.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-10	2023-06-30				2023-02-10

**Commodity Line Description:** Accounting Technician II - Krystin Booher

**Extended Description:**

Accounting Technician II Temporary Staffing -DHHR A/R

Kristin Booher - Estimated regular hours - 950 hrs X \$21.00 = \$19,950

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
21	80111605	1330.00000	HOUR	\$21.0000	\$27,930.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-07-01	2024-02-09				2023-02-10

**Commodity Line Description:** Accounting Technician II -Krystin Booher

**Extended Description:**

Accounting Technician II Temporary Staffing - DHHR A/R

Krystin Booher- Estimated regular hours -1330 hrs X \$21.00 = \$27,930

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
22	80111605	950.00000	HOUR	\$21.0000	\$19,950.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-02-10	2023-06-30			2023-02-10	

**Commodity Line Description:** Accounting Technician II - Denise Chaber

**Extended Description:**

Accounting Technician II Temporary Staffing - P-Card

Denise Chaber - Estimated regular hours - 950 hrs X \$21.00 = \$19,950

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
23	80111605	1330.00000	HOUR	\$21.0000	\$27,930.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-07-01	2024-02-09			2023-02-10	

**Commodity Line Description:** Accounting Technician II - Denise Chaber

**Extended Description:**

Accounting Technician II Temporary Staffing - P-Card

Denise Chaber - Estimated regular hours -1330 hrs X \$21.00 = \$27,930

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
24	80111605	2280.00000	HOUR	\$21.0000	\$47,880.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-02-21	2024-02-09				

**Commodity Line Description:** CO 1 Accounting Technician II - Barry Lisenbee

**Extended Description:**

Change Order 1

Accounting Technician II Temporary Staffing - BPH Finance

Barry Lisenbee - Estimated regular hours - 2280 hrs X \$21.00 = \$47880

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
25	80111605	1800.00000	HOUR	\$21.0000	\$37,800.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-03-28	2024-02-09				

**Commodity Line Description:** CO 2 Accounting Technician II - Brenton Davis

**Extended Description:**

Change Order 2

Accounting Technician II Temporary Staffing - BPH Finance

Brenton Davis - Estimated regular hours - 1800 hrs X \$21.00 = \$37,000.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
26	80111605	1800.00000	HOUR	\$21.0000	\$37,800.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-03-28	2024-02-09				

**Commodity Line Description:** CO 2 Accounting Technician II - Kristina Hudnall

**Extended Description:**

Change Order 2

Accounting Technician II Temporary Staffing - BPH Finance

Kristina Hudnall - Estimated regular hours - 1800 hrs X \$21.00 = \$37,000.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
27	80111605	2280.00000	HOUR	\$21.0000	\$47,880.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-02-21	2024-02-09				

**Commodity Line Description:** CO 1 Accounting Technician II John Beard

**Extended Description:**

Change Order 1

Accounting Technician II Temporary Staffing - BPH Finance

John Beard - Estimated regular hours - 2280 hrs X \$21.00 = \$47880

**Carroll, Shelly D.**

**From:** Webb, Elizabeth A <elizabeth.a.webb@wv.gov>  
**Sent:** Tuesday, March 21, 2023 8:45 AM  
**To:** Carroll, Shelly D.  
**Subject:** Temporary Staff

**CAUTION:** This email originated from a sender external to Express. Do not click links or open attachments unless you recognize the sender and know the content is safe. If you suspect this email could be phishing, please report it by using the "Report Message" button at the top of your screen.

Pursuant to CMA 0506 HHR2000000007, DHHR seeks two additional Accounting Technician II staff in the Bureau for Public Health with an effective date of 3/28/23. These positions will fulfill a 40 hour work week and may include overtime. The position is expected to last at least through February 9, 2024. As per the contract, please provide DHHR with a response of an available staff person within 48 hours of receipt of this request.

If you have any questions, please do not hesitate to contact me.

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Elizabeth A. Webb  
Finance  
One Davis Square, Suite 403  
Charleston, West Virginia 25301  
E-Mail Address: [Elizabeth.A.Webb@wv.gov](mailto:Elizabeth.A.Webb@wv.gov)  
Telephone (304) 352-6667 (New)

*Kimberly Jobe*  
Approved

*Agreed.*  
*Shelly Carroll*