



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: 04-12-2023

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 0506 HHR2300000008 5	Procurement Folder:	1175385
Document Name:	Change Order No. 4	Reason for Modification:	Change Order 4. To add additional Accounting Tech Temp Staff - BPH effective 04/18/23 - 02/09/24
Document Description:	Accounting Technician II Temporary Staffing		
Procurement Type:	Central Delivery Order		
Buyer Name:	Crystal G Hustead		
Telephone:	(304) 558-2402		
Email:	crystal.g.hustead@wv.gov		
Shipping Method:	Best Way	Master Agreement Number:	CMA 0506 HHR2000000007 5
Free on Board:	FOB Dest, Freight Prepaid		2/09/24

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000228419	Requestor Name:	Elizabeth Webb
EXPRESS SERVICES INC 47 RHL BLVD		Requestor Phone:	(304) 558-2996
SOUTH CHARLESTON WV 25309		Requestor Email:	elizabeth.a.webb@wv.gov
US			
Vendor Contact Phone:	999-999-9999	Extension:	
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

23
 FILE LOCATION _____

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

Total Order Amount:	\$793,464.00
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Purchasing Division's File Copy

CA 4/13/23
 PURCHASING DIVISION AUTHORIZATION
 DATE: *Tara H 4/14/2023*
 ELECTRONIC SIGNATURE ON FILE

ENTERED
 ENCUMBRANCE CERTIFICATION
 DATE: *4/17/2023*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order No. 4 To add additional Accounting Technician Temporary Staff for BPH effective 04/18/2023 through 02/09/2024.

Sara Burdette - Estimated 1696 hours (1496 regular hrs. estimated 200 overtime hrs.) - BPH Finance
Brittany Gray - Estimated 1696 hours (1496 regular hrs. estimated 200 overtime hrs.) - BPH Finance
Kayla McCallister - Estimated 1696 hours (1496 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

Jarad 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

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
28	80111605	1736.00000	HOUR	\$21.0000	\$36,456.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-04-11	2024-02-09				

Commodity Line Description: CO 3 Accounting Technician II Jeanine Cameron

Extended Description:

Change Order 3
Accounting Technician II Temporary Staffing - BPH Finance

Jeanine Cameron - Estimated regular hours - 1736 hrs x \$21.00 = \$36,456.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
29	80111605	1696.00000	HOUR	\$21.0000	\$35,616.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-04-18	2024-02-09				

Commodity Line Description: CO 4 Accounting Technician II - Sara Burdette

Extended Description:

Change Order 4
Accounting Technician II Temporary Staffing - BPH Finance

Sara Burdette - Estimated regular hours - 1696 hrs x \$21.00 = \$35,616

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
30	80111605	1696.00000	HOUR	\$21.0000	\$35,616.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-04-18	2024-02-09				2023-02-21

Commodity Line Description: CO 4 Accounting Technician II - Brittany Gray

Extended Description:

Change Order 4
Accounting Technician II Temporary Staffing - BPH Finance

Brittany Gray - Estimated regular hours - 1696 hrs x \$21.00 = \$35,616

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
31	80111605	1696.00000	HOUR	\$21.0000	\$35,616.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-04-18	2024-02-09				2023-02-21

Commodity Line Description: CO 4 Accounting Technician II - Kayla McCallister

Extended Description:

Change Order 4
Accounting Technician II Temporary Staffing - BPH Finance

Kayla McCallister - Estimated regular hours - 1696 hrs x \$21.00 = \$35,616