



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: 02-07-2024

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 HHR2400000001 1	Procurement Folder:	1370167
Document Name:	Acct Tech II Temp Staffing - Continuation of Services	Reason for Modification:	
Document Description:	Accounting Technician II Temporary Staffing		
Procurement Type:	Central Delivery Order		
Buyer Name:	Robert L Price		
Telephone:	(304) 957-0218		
Email:	robert.l.price@wv.gov		
Shipping Method:	Best Way	Master Agreement Number:	CMA 0506 HHR2000000007 1
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT																			
Vendor Customer Code:	000000228419	Requestor Name:	Elizabeth Webb																		
EXPRESS SERVICES INC		Requestor Phone:	(304) 558-2996																		
47 RHL BLVD		Requestor Email:	elizabeth.a.webb@wv.gov																		
SOUTH CHARLESTON	WV 25309	<div style="font-size: 48pt; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION</div>																			
US																					
Vendor Contact Phone:	999-999-9999 Extension:																				
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		
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
BUYER - 304-957-0209	STATE OF WEST VIRGINIA
HEALTH AND HUMAN RESOURCES	VARIOUS LOCATIONS AS INDICATED BY ORDER
FINANCE	
ONE DAVIS SQUARE, STE 300	
CHARLESTON WV 25301	No City WV 99999
US	US

Total Order Amount:	\$1,053,360.00
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Purchasing Division's File Copy

CH 2/17/24

PURCHASING DIVISION AUTHORIZATION
DATE: <i>Tamara 2/17/2024</i>
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: <i>2-8-24</i>
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Accounting Technician II Temporary Staffing Prospective Delivery Order - 02/9/2024 through 02/08/25 - Continuation of Services

Estimated 2280 hours (2080 regular, plus 200 overtime)

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

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80111605	2280.00000	HOUR	\$21.0000	\$47,880.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-02-09	2025-02-08				

Commodity Line Description: Accounting Technician II - Anthony Badger

Extended Description:

Accounting Technician II Temporary Staffing

Anthony Badger - Estimated hours - 2280 hrs X \$21.00 = \$47,880.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80111605	2280.00000	HOUR	\$21.0000	\$47,880.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-02-09	2025-02-08				

Commodity Line Description: Accounting Technician II - Aziyha Brown

Extended Description:

Accounting Technician II Temporary Staffing

Aziyha Brown - Estimated hours - 2280 hrs X \$21.00 = \$47,880.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80111605	2280.00000	HOUR	\$21.0000	\$47,880.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-02-09	2025-02-08				

Commodity Line Description: Accounting Technician II - Sara Burdette

Extended Description:

Accounting Technician II Temporary Staffing

Sara Burdette - Estimated hours - 2280 hrs X \$21.00 = \$47,880.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80111605	2280.00000	HOUR	\$21.0000	\$47,880.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-02-09	2025-02-08				

Commodity Line Description: Accounting Technician II - Bethannie Carpenter

Extended Description:

Accounting Technician II Temporary Staffing

Bethannie Carpenter - Estimated hours - 2280 hrs X \$21.00 = \$47,880.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	80111605	2280.00000	HOUR	\$21.0000	\$47,880.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-02-09	2025-02-08				

Commodity Line Description: Accounting Technician II - Daniel Carpenter

Extended Description:

Accounting Technician II Temporary Staffing

Daniel Carpenter - Estimated hours - 2280 hrs X \$21.00 =
\$47,880.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	80111605	2280.00000	HOUR	\$21.0000	\$47,880.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-02-09	2025-02-08				

Commodity Line Description: Accounting Technician II - Denise Chaber

Extended Description:

Accounting Technician II Temporary Staffing

Denise Chaber - Estimated hours - 2280 hrs X \$21.00 =
\$47,880.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	80111605	2280.00000	HOUR	\$21.0000	\$47,880.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-02-09	2025-02-08				

Commodity Line Description: Accounting Technician II - Alexis Eads

Extended Description:

Accounting Technician II Temporary Staffing

Alexis Eads - Estimated hours - 2280 hrs X \$21.00 =
\$47,880.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	80111605	2280.00000	HOUR	\$21.0000	\$47,880.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-02-09	2025-02-08				

Commodity Line Description: Accounting Technician II - Hannah Estep

Extended Description:

Accounting Technician II Temporary Staffing

Hannah Estep - Estimated hours - 2280 hrs X \$21.00 =
\$47,880.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	80111605	2280.00000	HOUR	\$21.0000	\$47,880.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-02-09	2025-02-08				

Commodity Line Description: Accounting Technician II - Sara Fisher

Extended Description:

Accounting Technician II Temporary Staffing

Sara Fisher - Estimated hours - 2280 hrs X \$21.00 =
\$47,880.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	80111605	2280.00000	HOUR	\$21.0000	\$47,880.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-02-09	2025-02-08				

Commodity Line Description: Accounting Technician II - Brian Flynn

Extended Description:
Accounting Technician II Temporary Staffing
Brian Flynn - Estimated hours - 2280 hrs X \$21.00 = \$47,880.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	80111605	2280.00000	HOUR	\$21.0000	\$47,880.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-02-09	2025-02-08				

Commodity Line Description: Accounting Technician II - Sara Freeland

Extended Description:
Accounting Technician II Temporary Staffing
Sara Freeland - Estimated hours - 2280 hrs X \$21.00 = \$47,880.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
13	80111605	2280.00000	HOUR	\$21.0000	\$47,880.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-02-09	2025-02-08				

Commodity Line Description: Accounting Technician II - Carletha Gist

Extended Description:
Accounting Technician II Temporary Staffing
Carletha Gist - Estimated hours - 2280 hrs X \$21.00 = \$47,880.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
14	80111605	2280.00000	HOUR	\$21.0000	\$47,880.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-02-09	2025-02-08				

Commodity Line Description: Accounting Technician II - Isabella Henline

Extended Description:
Accounting Technician II Temporary Staffing
Isabella Henline - Estimated hours - 2280 hrs X \$21.00 = \$47,880.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	80111605	2280.00000	HOUR	\$21.0000	\$47,880.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-02-09	2025-02-08				

Commodity Line Description: Accounting Technician II - India Ford

Extended Description:
Accounting Technician II Temporary Staffing
Ford - Estimated hours - 2280 hrs X \$21.00 = \$47,880.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
18	80111605	2280.00000	HOUR	\$21.0000	\$47,880.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-02-09	2025-02-08				

Commodity Line Description: Accounting Technician II - Barry Lisenbee

Extended Description:
Accounting Technician II Temporary Staffing

Barry Lisenbee - Estimated hours - 2280 hrs X \$21.00 = \$47,880.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
19	80111605	2280.00000	HOUR	\$21.0000	\$47,880.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-02-09	2025-02-08				

Commodity Line Description: Accounting Technician II - Erin Mattocks

Extended Description:
Accounting Technician II Temporary Staffing

Erin Mattocks - Estimated hours - 2280 hrs X \$21.00 = \$47,880.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
20	80111605	2280.00000	HOUR	\$21.0000	\$47,880.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-02-09	2025-02-08				

Commodity Line Description: Accounting Technician II - Frances Owen

Extended Description:
Accounting Technician II Temporary Staffing

Frances Owen - Estimated hours - 2280 hrs X \$21.00 = \$47,880.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
21	80111605	2280.00000	HOUR	\$21.0000	\$47,880.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-02-09	2025-02-08				

Commodity Line Description: Accounting Technician II - Rachael Puls

Extended Description:
Accounting Technician II Temporary Staffing

Rachael Puls - Estimated hours - 2280 hrs X \$21.00 = \$47,880.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
22	80111605	2280.00000	HOUR	\$21.0000	\$47,880.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-02-09	2025-02-08				

Commodity Line Description: Accounting Technician II - Michelle Sooy

Extended Description:
Accounting Technician II Temporary Staffing

Michelle Sooy - Estimated hours - 2280 hrs X \$21.00 = \$47,880.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
23	80111605	2280.00000	HOUR	\$21.0000	\$47,880.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-02-09	2025-02-08				

Commodity Line Description: Accounting Technician II - Laura Taylor

Extended Description:

Accounting Technician II Temporary Staffing

Laura Taylor - Estimated hours - 2280 hrs X \$21.00 = \$47,880.00

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
2024-02-09	2025-02-08				

Commodity Line Description: Accounting Technician II - Geraldo Trevina

Extended Description:

Accounting Technician II Temporary Staffing

Geraldo Trevino - Estimated hours - 2280 hrs X \$21.00 = \$47,880.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
25	80111605	2280.00000	HOUR	\$21.0000	\$47,880.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2024-02-09	2025-02-08				

Commodity Line Description: Accounting Technician II - Randolph Wyatt

Extended Description:

Accounting Technician II Temporary Staffing

Randolph Wyatt - Estimated hours - 2280 hrs X \$21.00 = \$47,880.00

2/6/24, 10:03 AM

State of West Virginia Mail - Going Beyond the Master



Webb, Elizabeth A <elizabeth.a.webb@wv.gov>

Going Beyond the Master

Carroll, Shelly D. <Shelly.Carroll@expresspros.com>
To: Elizabeth A Webb <elizabeth.a.webb@wv.gov>

Tue, Feb 6, 2024 at 10:02 AM

We agree to shift the dates to 02/09/2024 – 02/08/2025

[Quoted text hidden]

Agreed

Heather White

**Express Services Employees
for New ADO**

Badger, Anthony
Brown, Aziyha
Burdette, Sara
Carpenter, Bethannie
Carpenter, Daniel
Chaber, Denise
Eads, Alexis
Estep, Hannah
Fisher, Sara
Flynn, Brian
Ford, India
Freeland, Sara
Gist, Carletha
Henline, Isabella
Kuhn, Lora
Lisenbee, Barry
Mattocks, Erin
Owen, Frances
Puls, Rachael
Sooy, Michelle
Taylor, Laura
Trevino, Geraldo
Wyatt, Randolph

Prepared by: Elizabeth A. Webb
Date prepared: January 30, 2024

1/30/24, 11:58 AM

State of West Virginia Mail - Going Beyond the Master



Webb, Elizabeth A <elizabeth.a.webb@wv.gov>

Going Beyond the Master

Carroll, Shelly D. <Shelly.Carroll@expresspros.com>
To: "Webb, Elizabeth A" <elizabeth.a.webb@wv.gov>

Tue, Jan 30, 2024 at 11:51 AM

We agree with those dates Thank you!

From: Webb, Elizabeth A <elizabeth.a.webb@wv.gov>
Sent: Tuesday, January 30, 2024 11:31 AM
To: Carroll, Shelly D. <Shelly.Carroll@ExpressPros.com>
Subject: Going Beyond the Master

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We are setting up the new agreement that will take the Master Agreement with the new dates of February 10, 2024 through February 9, 2025. Please let me know that you agree with the dates of service.

Thanks



[Quoted text hidden]

Agreed

Keyword Search

For more information on how to use our keyword search, visit our help guide

Simple Search

Search Editor

Any Words i

All Words i

Exact Phrase i

e.g. 123456789, Smith Corp

"express services inc" ×

Entity

Location ∨

Status ∨



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Business Organization Detail

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EXPRESS SERVICES, INC.

** See Attached **

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	4/17/1995		4/17/1995	Foreign	Profit			

Organization Information			
Business Purpose	5613 - Admin/Support Waste Mgt/Remediation Services - Administrative and Support Services - Employment Services (placement, executive search, temporary help, professional employer orgs)		Capital Stock 0.0000
Charter County		Control Number	0
Charter State	CO	Excess Acres	0
At Will Term		Member Managed	X Close
At Will Term Years		Pa	Hi, I'm SOLO I'm here to help you launch your new
Authorized Shares	0	Y	LLC.
		Entr	

Addresses

Type	Address
Local Office Address	9701 BOARDWALK BLVD OKLAHOMA CITY, OK, 73162
Mailing Address	9701 BOARDWALK BLVD OKLAHOMA CITY, OK, 73162 USA
Notice of Process Address	C T CORPORATION SYSTEM 5098 WASHINGTON ST W STE 407 CHARLESTON, WV, 253131561
Principal Office Address	9701 BOARDWALK BLVD OKLAHOMA CITY, OK, 73162 USA
Type	Address

Officers

Type	Name/Address
Director	WILLIAM H. STOLLER 9701 BOARDWALK BLVD OKLAHOMA CITY, OK, 73162
Director	ROBERT A FUNK 9701 BOARDWALK BLVD OKLAHOMA CITY, OK, 73162
President	ROBERT A. FUNK 9701 BOARDWALK BLVD OKLAHOMA CITY, OK, 73162
Secretary	D. KEITH MCFALL 9701 BOARDWALK BLVD OKLAHOMA CITY, OK, 73162
Treasurer	W. ANTHONY BOSTWICK 9701 BOARDWALK BLVD OKLAHOMA CITY, OK, 73162
Type	Name/Address

DBA

DBA Name	Description	Effective Date	Termination Date
EXPRESS EMPLOYMENT PROFESSIONALS	TRADENAME		
DBA Name	Description	Effective Date	Termination Date

Hi, I'm SOLO I'm here to help you launch your new LLC.

ite

Annual Reports

Filed For

2023

2022

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Date filed

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For more information, please contact the Secretary of State

Wednesday, February 7, 2024 — 1:45 PM

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Hi, I'm SOLO I'm here to help you launch your new LLC.

Vendor/Customer

Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
✓ Payment	9701 BOARDWALK BLVD	OKLAHOMA CITY	OK	73162-6029	
Ordering	9701 BOARDWALK BLVD	OKLAHOMA CITY	OK	73162-6029	
Payment	PO BOX 945434	ATLANTA	GA	30394	Kristen Miller
Payment	PO BOX 535434	ATLANTA	GA	303535434	Tom Wirts
Payment	PO BOX 281533	ATLANTA	GA	30384-1533	BECKY
Ordering	47 RHL BLVD	SOUTH CHARLESTON	WV	25308	TOM WIRTS

First Prev Next Last

Save Undo Delete Insert Copy Paste

Vendor/Customer : 000000228419

EXPRESS SERVICES INC

Address Type : Payment

Division/Department :

Additional Address Info. :

Prevent New Spending :

Default Currency : USD - US Dollar

Active From : 11/15/2020

Active To :

Default Record :

Mail Returned :

Active Address : Yes

Address Information

Address ID : AD000002

Country Phone Code : 1

Street 1 : 9701 BOARDWALK BLVD

Phone : 000-000-0000

Street 2 :

Phone Extension :

City : OKLAHOMA CITY

County :

State/Province : OK

County Name :

Zip/Postal Code : 73162-6029

Country : US

DUNS :

Extended DUNS :

Unique Entity Identifier :

CAGE Code :

▶ Prenote/EFT

▶ Remittance Advice

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▶ Change Management

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