



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: 07-23-2024

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 3022 WIC2000000002 14	<b>Procurement Folder:</b>	646926
<b>Document Name:</b>	2020 Statewide WIC Training	<b>Reason for Modification:</b>	CO 1 - To cancel remaining balance per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.
<b>Document Description:</b>	2020 Statewide WIC Training		
<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 0511 HHR1600000001 14
<b>Free on Board:</b>	FOB Dest, Freight Prepaid		

VENDOR				DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000208534			<b>Requestor Name:</b>	Stephanie B Romano
FAHLGREN INC 4030 EASTON STATION STE 300				<b>Requestor Phone:</b>	304-352-4856
COLUMBUS OH 43219				<b>Requestor Email:</b>	stephanie.b.romano@wv.gov
US				<div style="font-size: 2em; font-weight: bold;">2025</div> FILE LOCATION _____	
<b>Vendor Contact Phone:</b>	614-383-1500	<b>Extension:</b>			
<b>Discount Details:</b>					
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>		
#1	No	0.0000	30		
#2	No		0		
#3	No		0		
#4	No		0		

INVOICE TO				SHIP TO			
PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES				PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES			
BPH - NUTRITION SERVICES				BPH - NUTRITION SERVICES			
350 CAPITOL ST, RM 515				350 CAPITOL ST, RM 515			
CHARLESTON		WV 25301-3717		CHARLESTON		WV 25301-3717	
US				US			

Purchasing Division's File Copy

<b>Total Order Amount:</b>	\$85,308.16
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CH 7/29/24  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *Tanya* 7/29/24  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *7-30-24*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change order 1 is to cancel remaining balance per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

Original Contract Total: \$119,500.00  
Change Order 1 Decrease: (\$ 34,191.84)  
New Contract Total: \$85,308.16

CDO for the Office of Nutrition Services for Nov 1, 2019 to October 31, 2020.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	82101800	216.25000	HOUR	\$110.0000	\$23,787.50
Service From	Service To	Manufacturer	Model No	Delivery Date	
2019-11-01	2020-10-31				

**Commodity Line Description:** Account Services (4.1.2)

**Extended Description:**

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

Account Services (4.1.2)

500 hours at \$110.00=\$55,000.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	82101800	97.75000	HOUR	\$80.0000	\$7,820.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2019-11-01	2020-10-31				

**Commodity Line Description:** Print Media (4.1.7)

**Extended Description:**

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

Print Media (4.1.7)

100 hours at \$80.00=\$8,000.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	82101800	0.00000		\$0.0000	\$53,700.66
Service From	Service To	Manufacturer	Model No	Delivery Date	
2019-11-01	2020-10-31				

**Commodity Line Description:** Subcontract Purchases Add-On

**Extended Description:**

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

Percentage Add-On for Subcontractor Purchases = 0%  
Vendor will pass through actual costs with NO MARKUP

Outside production costs associated with this project (may include speaker fee, media related costs, audio visual needs, production, installation, delivery, printing, and other promotional activities) - \$56,000.00



STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES  
BUREAU FOR PUBLIC HEALTH  
OFFICE OF CENTRAL FINANCE

Jim Justice  
Governor

350 Capitol Street, Room 206  
Charleston, WV 25301

Bill J. Crouch  
Cabinet Secretary

September 27, 2022

Fahlgren Inc  
4030 Easton Station Ste 300  
Columbus, OH 43219

Re: Cancellation of Remaining Balance  
PO#: CDO WIC2000000002

Dear Vendor:

The above referenced Purchase Order in the amount of \$119,500.00 was issued on October 31, 2019. We are requesting your approval to cancel the remaining balance of \$34,191.84 that exists on purchase order #CDO WIC2000000002.

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 the address above, or email to me at [April.N.Ray@wv.gov](mailto:April.N.Ray@wv.gov). Failure to receive written exception to this cancellation by October 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 email me at [April.N.Ray@wv.gov](mailto:April.N.Ray@wv.gov).

Sincerely,

April Ray  
Bureau for Public Health

*Pam Lowe*

Signature

9.27.22

Date

OK  
*Alt Greenh*

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>7/29/24</u>	Agency: WV Department of Health & Human Resources
Solicitation No. <u>CDO WIC20*02</u>	Procurement Officer Submitting Requisition: Heather White
	Requisition No. CDO WIC20*2 CO1
	PF No.: 646926

This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

## FOR ALL SOLICITATION TYPES:

#	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions ( <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a> )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
<b>10</b>	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**FOR CHANGE ORDERS/RENEWALS:**

<b>1</b>	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3</b>	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*\*The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.*

*For Purchasing Division Use Only:*

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: \_\_\_\_\_

*Cynthia Husted*

- Any Words (i)
- All Words (i)
- Exact Phrase (i)

e.g. 123456789, Smith Corp

"FAHLGREN, INC." ×

- Classification ▼
- Excluded Individual ▼
- Excluded Entity ▼
- Federal Organizations ▼
- Exclusion Type ▼
- Exclusion Program ▼
- Location ▼
- Dates ▼

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## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### Business Organization Detail

*NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.*

#### EASTPORT FM, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	9/8/1994		9/8/1994	Domestic	Profit			

Organization Information			
<b>Business Purpose</b>	5418 - Professional, Scientific and Technical Servies - Professional, Scientific and Technical Servies - Advertising, Public Relations and Related Services (media, outdoor, direct mail, material distribution)		<b>Capital Stock</b> 50000.0000
<b>Charter County</b>		<b>Control Number</b>	0
<b>Charter State</b>	WV	<b>Excess Acres</b>	0
<b>At Will Term</b>		<b>Member Managed</b>	
<b>At Will Term Years</b>		<b>Par Value</b>	1.000000
<b>Authorized Shares</b>	50000	<b>Young Entrepreneur</b>	Not Specified

<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<b>Local Office Address</b>	213 HALE ST 2ND FL CHARLESTON, WV, 25301
<b>Mailing Address</b>	813 RIDGE LAKE BLVD MEMPHIS, TN, 38120 USA
<b>Notice of Process Address</b>	PARACORP INCORPORATED 2804 GATEWAY OAKS DR #100 SACRAMENTO, CA, 95833
<b>Principal Office Address</b>	813 RIDGE LAKE BLVD MEMPHIS, TN, 38120 USA
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Director</b>	HC PATTON 813 RIDGE LAKE BLVD MEMPHIS, TN, 38120
<b>Director</b>	JEFFREY PRESLEY 813 RIDGE LAKE BLVD MEMPHIS, TN, 38120
<b>President</b>	HC PATTON 813 RIDGE LAKE BLVD MEMPHIS, TN, 38120
<b>Secretary</b>	JEFFREY PRESLEY 813 RIDGE LAKE BLVD MEMPHIS, TN, 38120
<b>Treasurer</b>	BRENT HOLBERT 4030 EASTON STATION COLUMBUS, OH, 43219
<b>Type</b>	<b>Name/Address</b>

<b>DBA</b>			
<b>DBA Name</b>	<b>Description</b>	<b>Effective Date</b>	<b>Termination Date</b>
FAHLGREN MORTINE	TRADENAME	8/23/2011	
<b>DBA Name</b>	<b>Description</b>	<b>Effective Date</b>	<b>Terminator</b>



Name Changes	
Date	Old Name
5/23/2024	FAHLGREN, INC.
Date	Old Name

Mergers				
Merger Date	Merged	Merged State	Survived	Survived State
1/31/2018	EDWARD HOWARD & CO.	OH	FAHLGREN, INC.	WV
1/31/2018	LORD, SULLIVAN & YODER, INC.	OH	FAHLGREN, INC.	WV
Merger Date	Merged	Merged State	Survived	Survived State

Date	Amendment
5/23/2024	NAME CHANGE: FROM FAHLGREN, INC.
1/31/2018	MERGER: MERGING EDWARD HOWARD & CO., A NON-QUALIFIED OH ORGANIZATION, LORD, SULLIVAN & YODER, INC., A NON-QUALIFIED OH ORGANIZATION WITH AND INTO FAHLGREN, INC., A QUALIFIED WV CORPORATION, THE SURVIVOR
7/7/1998	AMENDING AND RESTATING ARTICLES OF INCORPORATION
1/12/1995	CHANGE OF NAME FROM FAHLGREN ACQUISITION, INC. TO FAHLGREN, INC.
Date	Amendment

Annual Reports	
Filed For	
2024	
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Thursday, July 25, 2024 — 9:14 AM

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