



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Purchase Order

PURCHASE ORDER NO.  
 MOTL08AH

PAGE  
 1

BLANKET RELEASE  
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CORRECT PURCHASE ORDER NUMBER  
 MUST APPEAR ON ALL PACKAGES,  
 INVOICES, AND SHIPPING PAPERS.  
 QUESTIONS CONCERNING THIS PUR-  
 CHASE ORDER SHOULD BE DIRECTED  
 TO THE BUYER AS NOTED BELOW.

CHANGE ORDER

SEE REVERSE SIDE FOR  
 TERMS AND CONDITIONS

INVOICE  
 ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

POD  
 \*709051015 304-329-1145  
 HELDRETH MOTEL & RESTAURANT  
 ROUTE 26 SOUTH PO BOX 564  
 KINGWOOD WV 26537

SHIP TO  
 ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

## AGENCY COPY

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
03/05/2008		NET 30		550611627			
SHIP VIA		F.O.B.		FREIGHT TERMS		ACCOUNT NUMBER	
BEST WAY		DESTINATION		PREPAID		MUL-MUL	
LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
0001	12/31/2008	JB	962-43		.00000		
	HOTEL/MOTEL ACCOMODATIONS						
	PRICE AGREEMENT						
	BLANKET STATEWIDE CONTRACT						
	AGREEMENT ON PRICE FOR HOTEL/MOTEL SERVICE WITHIN THE STATE OF WEST VIRGINIA FOR OFFICIAL BUSINESS TRAVEL ONLY. SEE THE ATTACHED AGREEMENT.						
						PURCHASING DIVISION CERTIFIED ENCUMBERED MAR 20 2008 <i>Beverly Tolson</i>	
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input checked="" type="checkbox"/>						OPEN END	
						TOTAL	

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE  3/10/08

APPROVED FOR FISCAL YEAR  
*James Winfield*  
 APPROVED AS TO FORM BY  
 ASSISTANT ATTORNEY GENERAL

BY *JO ANN ADKINS* 304-558-8802  
 PURCHASING DIVISION AUTHORIZED SIGNATURE

**GENERAL TERMS & CONDITIONS  
PURCHASE ORDER/CONTRACT**

1. **ACCEPTANCE:** Seller shall be bound by this order and its terms and conditions upon receipt of this order.
2. **APPLICABLE LAW:** The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
3. **NON-FUNDING:** All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the terms of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
4. **COMPLIANCE:** Seller shall comply with all Federal, State and local laws, regulations and ordinances including, but not limited to, the prevailing wage rates of the WV Division of Labor.
5. **MODIFICATIONS:** This writing is the parties final expression of intent. No modification of this order shall be binding unless agreed to in writing by the Buyer.
6. **ASSIGNMENT:** Neither this Order nor any monies due, or to become due hereunder may be assigned by the Seller without the Buyer's consent.
7. **WARRANTY:** The Seller expressly warrants that the goods and/or services covered by this order will: {a} conform to the specifications, drawings, samples or other description furnished or specified by the Buyer {b} be merchantable and fit for the purpose intended and/or {c} be free from defect in material and workmanship.
8. **CANCELLATION:** The Director or Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
9. **SHIPPING, BILLING & PRICES:** Prices are those stated in this order. No price increase will be accepted without written authority from the Buyer. All goods or services shall be shipped on or before the date specified in this Order.
10. **LATE PAYMENTS:** Payments may only be made after the delivery of goods or services. Interest may be paid on late payments in accordance with the *West Virginia Code*.
11. **TAXES:** The State of West Virginia is exempt from Federal and State taxes and will not pay or reimburse such taxes.
12. **RENEWAL:** Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this Contract may be deemed null and void, and terminated without further order.
14. **HIPAA Business Associate Addendum -** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

## AGREEMENT – MOTEL08

**AGREEMENT:** This agreement between Heldreth Motel and the State of West Virginia serves the purpose of providing the employees of the State of West Virginia guest rooms for state business travel purposes only. This agreement is for guest rooms for the year 2008. The negotiated individual rates for the State of West Virginia shall remain firm for the term of this agreement.

### (2006) Hotel Published Rates:

<u>Room Types</u>	<u>Rates</u>
Kings	\$ _____
Double/Doubles	\$ <u>58.00</u>
Singles	\$ <u>49.00</u>

### Negotiated Rate for State of West Virginia FOR 2008.

<u>Room Types</u>	<u>Rates</u>
Kings	\$ _____
Double/Doubles	\$ <u>53.00</u>
Singles	\$ <u>47.00</u>

These rates are net non commissionable and are subject to all state and local occupancy taxes in effect at the time of arrival.

**RATE AVAILABILITY:** The above quoted negotiated rate will be subject to last room availability.  
**Blackout dates, if any:** Buck Wheat Festival time.

**EFFECTIVE DATES:** January 1, 2008 through and including December 31, 2008. Only exceptions are the Blackout dates listed above.

**ELIGIBILITY:** This rate will be available to all employees and guests of the *State of West Virginia* and affiliate companies as named by the State; In order to receive this special rate, all callers must identify themselves with the *State of West Virginia and the Department they represent. The Hotel reserves the right to verify their employment with the State.*

These rates are only valid for transient business or groups consuming nine rooms or less per night. All groups in excess of nine rooms per night will be negotiated independently.

**RESERVATIONS/PAYMENT:** Reservations may be made by contacting the hotel directly at telephone (304) 329-1145 and identify the State of West Virginia / Department to acquire this special rate.

All reservations are held until 6:00 p.m. on the day of arrival unless guaranteed for late arrival. Methods of guarantee include any major credit card or cash payment of the first night's room and tax. Guaranteed reservations that are not canceled with the hotel by 6:00 p.m. on the day of arrival will be charged the first night's room and tax.

**AGREEMENT – MOTEL08**

Unless otherwise stipulated, full payment of room, tax and incidental charges will be the full responsibility of the individual guest(s). If desiring direct bill privileges, the hotel must receive a signed request and approval from the person, and/or, department reserving the rooms.

**RESERVATION TRACKING:** The hotel will track reservations that are consumed and will provide quarterly documentation to the State of West Virginia upon written request.

**ACCOUNTABILITY:** Both the hotel and the State of West Virginia will inform all necessary individuals of this agreement. The State of West Virginia will make all reasonable efforts to inform any individuals and departments which may place \_\_\_\_\_ reservations of the special rates and this agreement.

**RENEWAL:** This contract may be renewed upon the mutual written agreement of the parties within (30) days prior to the expiration date. Such renewal shall be in accordance with the terms and conditions of the original contract and shall be limited to two (2) one (1) year periods.

**TERMS OF CONTRACT/CANCELLATION:** Either party may terminate this agreement for any reason by stating intent in writing at least 30 days in advance of the proposed termination date.

This contract becomes effective January 1, 2008 and extends through and including December 31, 2008, for a period of one (1) year or until such "reasonable time" period shall not exceed twelve (12) months. During this "reasonable time" the vendor may terminate this contract for any reason upon giving the Director of Purchasing 30 day's written notice.

**AGREEMENT:** This agreement supersedes any prior agreement. This document represents the total agreement between the State of West Virginia and Heldreth Motel. Signatures indicate understanding, acceptance, and empowerment of the aforementioned by the parties.

**ACCEPTED BY:**

Heldreth Motel  
(HOTEL/MOTEL)

Rt. 26 South. P.O. Box 564  
(ADDRESS) Kingwood, WV  
26537

PRAVIN PATEL  
(NAME - PLEASE PRINT CLEARLY)

  
(SIGNATURE)

12-27-2007  
(DATE)

304-329-1145  
(PHONE)

304-329-1147  
(FAX)



# ***Welcome to Heldreth Motel***

- Color Cable TV with HBO, ESPN, CNN & more
- Climate Control Rooms
- High Speed Internet
- Micro Freezer & Microwave in rooms
- Main Office open 24 Hours a Day
- Fax & Copy services in main office

## ***Sandy's Cafe Family Style Restaurant***

- Home-cooked meals.
- Serving breakfast, lunch and dinner.
- Meeting & Banquet facilities available.
- Every Sunday smorgasbord dinner.

## ***Becky's Lounge***

- Relaxed Atmosphere
- Full service bar with a variety of beverages
- Pool table & Megatouch machines
- Happy Hours 4:00PM - 6:00PM

# Heldreth MOTEL

P.O. Box 564 - Rt. 26 South  
Kingwood, WV 26537  
Phone: (304) 329-1145  
Fax: (304) 329-1147  
[www.HeldrethMotel.net](http://www.HeldrethMotel.net)



Respected Friends:

By way of the enclosed brochure, I would like to take this opportunity to introduce you to our 70 guest rooms Motel with affordable lodging rates. We offer large group motel room rates with 20 or more people.

As stated in our brochure, we are centrally located to our local shops, stores, shopping mall, and recreation areas, as well as such attractions as skiing, rafting, boating and golfing.

Our Motel features such accommodations as direct dial phone with data port and FREE local calls, climate control rooms, high speed internet, freezer, microwave, color cable TV with remote, with FREE HBO, ESPN, CNN and extended cable. Plus, our office is open 24 hours a day. Also, for your convenience, Sandy's Cafe family style restaurant and Becky's Lounge are located on our property.

Sandy's Cafe offers home cooked meals, meeting and banquet facilities.

We offer direct billing to large corporations and companies and offer corporate, military, and senior citizen room rates. If you are contemplating being in our area and we could be of assistance to you in arranging lodging needs, I would be very happy to give you the assistance required.

The Cheat River Rafting area, U.S. Army Camp Dawson, and the Country Club golf course are only three miles from our motel. During WVU football season stay with us and save money. We are just 30 minutes from West Virginia University in Morgantown and the Federal Bureau of Prisons in Hazelton, WV.

We require 50% deposit of your room rent money or your valid credit card number, expiration date, and home phone number to hold your room reservation. We hold reserved rooms until 6:00 PM, unless you contact us to let us know about your arrival time so we can hold your room.

If you have any questions, please feel free to contact me. We are looking forward to having you as our guests and appreciate your patronage.

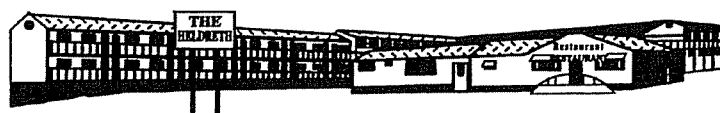
## Sandy's Cafe Family Style Restaurant

- Family Style Restaurant with home cooked meals.
- Serving breakfast, lunch and dinner.
- Meeting & Banquet facilities available for any occasion.
- Every Sunday smorgasbord buffet.
- Buckwheat cakes & sausage served year round.

## Becky's Lounge

- Relaxed atmosphere.
- Full service bar with a variety of beverages.
- Pool table and Megatouch machines.
- Happy Hours 4:00PM - 6:00PM.

*Yours respectfully,  
Staff & Management*



**Your Affordable Lodging and Dining Choice**

Visit us on the web: [www.HeldrethMotel.net](http://www.HeldrethMotel.net) and then book rooms via phone or fax.



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	DELIVERY DATE	CAT NO.	ITEM NUMBER				
			RECEIPT TICKET FOR PURCHASE ORDER:			MOTL08AH	
LINE	CATNO	ITEM NUMBER	DESCRIPTION			QTY	DATE
0001	962	43	HOTEL/MOTEL ACCOMODATIONS				
			SIGNATURE _____		DATE _____		
						TOTAL	

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE

APPROVED AS TO FORM BY  
 ASSISTANT ATTORNEY GENERAL

BY \_\_\_\_\_  
 PURCHASING DIVISION AUTHORIZED SIGNATURE