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GOVERNOR

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
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CHARLESTON, WEST VIRGINIA 25305-0130

ROSS TAYLOR
CABINET SECRETARY
DAVID TINCHER
DIRECTOR

MEMORANDUM

TO: Vendors of Secondary Bid Contracts

FROM: West Virginia Purchasing Division

DATE: May 21, 2013

SUBJECT: Contract Cancellation

In recent months, the secondary bidding process has been reviewed by various entities within state government. Subsequent to those reviews, a decision has been made to discontinue the use of the secondary bidding process in the procurement of goods and services.

Contracts that currently contain a secondary bidding process are being cancelled and new contracts to obtain those goods and services may be awarded through the state's normal competitive bidding processes.

Pursuant to *West Virginia Code of State Rules* §148-1-7.16.2, the Director of the Purchasing Division is authorized to cancel a contract for any reason or no reason by providing a vendor with 30 days notice of the cancellation.

Accordingly, please be advised that unless the contract has already expired, the attached contract will be cancelled, effective June 30, 2013.