



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.  
 TEMP07B

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  
 1

SEE REVERSE SIDE FOR  
 TERMS AND CONDITIONS

INVOICE TO

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

## AGENCY COPY

VENDOR

\*307105424      304-746-8888  
 EXPRESS SERVICES  
 47 RHL BLVD.  
 SOUTH CHARLESTON WV 25309

SHIP TO

ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
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| DATE PRINTED |                                                                                                                                                                                                             | TERMS OF SALE |                      | FEIN/SSN      |            | FUND                                                                               |  |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------------------|---------------|------------|------------------------------------------------------------------------------------|--|
| 05/10/2007   |                                                                                                                                                                                                             | NET 30        |                      | 840909680     |            |                                                                                    |  |
| 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          |               |            |                                                                                    |  |
|              |                                                                                                                                                                                                             |               | CHANGE ORDER #01     |               |            |                                                                                    |  |
|              | THIS CHANGE ORDER IS TO PROVIDE A CORRECTED PRICING PAGE. THE GROUNDSKEEPER POSITION RATE OF PAY IS INCORRECT ON THE ORIGINAL PRICING PAGE. PLEASE REFER TO THE ATTACHED PRICING PAGE REVISED MAY 04, 2007. |               |                      |               |            |                                                                                    |  |
|              | ***** NO ADDITIONAL CHANGES *****                                                                                                                                                                           |               |                      |               |            |                                                                                    |  |
|              |                                                                                                                                                                                                             |               |                      |               |            | PURCHASING DIVISION<br>CERTIFIED ENCUMBERED<br>MAY 15 2007<br><i>Beverly Toler</i> |  |
|              |                                                                                                                                                                                                             |               | PREVIOUS PO TOTAL==> |               |            | OPEN END                                                                           |  |
|              |                                                                                                                                                                                                             |               | PO NET CHANGE (+)==> |               |            |                                                                                    |  |

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

*JA 5/10/07*

OPEN END

TOTAL

JO ANN ADKINS      304-558-8802

*Dwayne Wayland*

APPROVED AS TO FORM BY  
 ASSISTANT ATTORNEY GENERAL

BY *[Signature]*  
 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 is automatically null and void, and is 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 ü160.103) and will be disclosing Protected Health Information (45 CFR ü160.103) to the vendor.

### TEMP07B - Contract Pricing Page

| Classifications Awarded to: <u>Express Services</u> |                                                |          |           |            |           |
|-----------------------------------------------------|------------------------------------------------|----------|-----------|------------|-----------|
|                                                     | Classification                                 | REGION I | REGION II | REGION III | REGION IV |
| 1                                                   | Accounting Technician 2                        | No Award | \$ 8.78   | No Award   | No Award  |
| 2                                                   | Administrative Services Assistant 1            | No Award | \$ 8.78   | No Award   | No Award  |
| 3                                                   | Administrative Services Assistant 2            | No Award | \$ 10.46  | No Award   | No Award  |
| 4                                                   | Custodian                                      | No Award | \$ 8.93   | No Award   | No Award  |
| 5                                                   | Data Entry Operator 2                          | No Award | \$ 8.78   | No Award   | No Award  |
| 6                                                   | Executive Secretary                            | No Award | \$ 9.90   | No Award   | No Award  |
| 7                                                   | Groundskeeper                                  | No Award | \$ 8.49   | No Award   | No Award  |
| 8                                                   | Guard 2                                        | No Award | No Award  | No Award   | No Award  |
| 9                                                   | Guard 1                                        | No Award | No Award  | No Award   | No Award  |
| 10                                                  | Health Service Worker (Certified Nursing Prog) | No Award | No Award  | No Award   | No Award  |
| 11                                                  | Laboratory Assistant 3                         | No Award | \$ 9.06   | No Award   | No Award  |
| 12                                                  | Laborer                                        | No Award | \$ 8.41   | No Award   | No Award  |
| 13                                                  | Office Assistant 3                             | No Award | \$ 9.90   | No Award   | No Award  |
| 14                                                  | Office Assistant 2                             | No Award | \$ 8.78   | No Award   | No Award  |
| 15                                                  | Mail Runner                                    | No Award | \$ 9.06   | No Award   | No Award  |
| 16                                                  | Painter                                        | No Award | No Award  | No Award   | No Award  |
| 17                                                  | Paralegal                                      | No Award | \$ 11.58  | No Award   | No Award  |
| 18                                                  | Word Processor                                 | No Award | \$ 9.90   | No Award   | No Award  |

This Contract is restricted to those awarded as shown above. Classifications where "No Award" is listed shall not be supplied through this Contract.



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|              | DELIVERY DATE | CAT.NO.       | ITEM NUMBER                       |               |            |                |            |
|              |               |               | RECEIPT TICKET FOR PURCHASE ORDER |               |            | TEMP07B        |            |
| LINE         | CATNO         | ITEM NUMBER   | DESCRIPTION                       |               |            | QTY            | DATE       |
| 0001         | 946-10-01-001 |               | TEMPORARY EMPLOYEE SERVICES       |               |            |                |            |
|              |               |               | SIGNATURE _____                   |               |            |                | DATE _____ |
|              |               |               |                                   |               |            | TOTAL          |            |

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APPROVED AS TO FORM BY  
 ASSISTANT ATTORNEY GENERAL

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