



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  
 3

SEE REVERSE SIDE FOR  
 TERMS AND CONDITIONS

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

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

SHIP TO

## AGENCY COPY

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

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND		
06/26/2008		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 #03					
			TO PROVIDE REVISED TEMP07B PRICING PAGE THAT INCLUDES THE NEW WEST VIRGINIA MINIMUM WAGE INCREASE. SEE ATTACHED.					
			EFFECTIVE JULY 1, 2008					
			*****NO ADDITIONAL CHANGES*****					
			PREVIOUS PO TOTAL==>		OPEN END			
			PO NET CHANGE (+)==>					
						PURCHASING DIVISION CERTIFIED ENCUMBERED JUL -1 2008 <i>Beverly Toler</i>		
						OPEN END		
						TOTAL		

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

*JA 6/26/08*

*Danny Wayfield*  
 APPROVED AS TO FORM BY  
 ASSISTANT ATTORNEY GENERAL

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

**GENERAL TERMS & CONDITIONS  
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term 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.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. 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.
12. 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.

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**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

**SIGNED BID TO:**

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



Respecting People. Impacting Business. SM

South Charleston, WV  
47 RHL Blvd.  
South Charleston, WV 25309  
(304) 746-8888  
FAX (304) 746-1112

June 25, 2008

Jo Ann Adkins  
State of WV - Department of Administration Purchasing Division  
State Capitol Complex  
2019 Washington Street, East  
PO Box 50130  
Charleston, WV 25305

Dear Jo Ann:

Attached is the updated price sheet reflecting the updated pay rates associated with the new changes in the minimum wage laws. Also included are the updated bill rates. We request that these become the rates associated with the TEMP07 contract effective July 1<sup>st</sup>, 2008.

If you have any questions, or would like additional information, please do not hesitate to call.

Yours Truly,

Tom Wirts  
Owner / General Manager  
Express Employment Professionals

RECEIVED  
2008 JUN 26 A 10:10  
PURCHASING DIVISION  
STATE OF WV

**TEMP07B - Contract Pricing Page**

**Classifications Awarded to: Express Services**

	Classification	REGION I	REGION II	REGION III	REGION IV
1	Accounting Technician 2	No Award	\$ 9.53	No Award	No Award
2	Administrative Services Assistant 1	No Award	\$ 9.53	No Award	No Award
3	Administrative Services Assistant 2	No Award	\$ 10.46	No Award	No Award
4	Custodian	No Award	\$ 9.68	No Award	No Award
5	Data Entry Operator 2	No Award	\$ 9.53	No Award	No Award
6	Executive Secretary	No Award	\$ 9.90	No Award	No Award
7	Groundskeeper	No Award	\$ 9.74	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	\$ 9.56	No Award	No Award
12	Laborer	No Award	\$ 9.66	No Award	No Award
13	Office Assistant 3	No Award	\$ 9.90	No Award	No Award
14	Office Assistant 2	No Award	\$ 9.53	No Award	No Award
15	Mail Runner	No Award	\$ 9.56	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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LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE		AMOUNT	
	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	

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