



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
TEMP11F

PAGE
1

BLANKET RELEASE
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CHANGE ORDER
3

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

INVOICE TO

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

AGENCY COPY

VENDOR

*709040703 304-485-4000
 WINANS SANITARY SUPPLY CO INC
 PO BOX E

 PARKERSBURG WV 26102-2175

SHIP TO

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

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
01/29/2013		NET 30		550451730			
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				
	CHANGE ORDER ISSUED TO ADD TAYLOR AND PRESTON COUNTIES ON THE PRICING PAGE FOR REGION III WHICH WERE INADVERTENTLY OMITTED FROM THE ORIGINAL CONTRACT.						
	ALL PROVISIONS OF THE ORIGINAL CONTRACT AND SUBSEQUENT CHANGE ORDERS NOT MODIFIED HEREIN SHALL REMAIN IN FULL FORCE AND EFFECT.						
	BACKGROUND CHECK: IN ACCORDANCE WITH W. VA. CODE 15-2D-3, THE DIRECTOR OF THE DIVISION OF PROTECTIVE SERVICES MAY REQUIRE ANY SERVICE PROVIDER WHOSE EMPLOYEES ARE REGULARLY EMPLOYED ON THE GROUNDS OR IN THE BUILDINGS OF THE CAPITOL COMPLEX OR WHO HAVE ACCESS TO SENSITIVE OR CRITICAL INFORMATION TO SUBMIT TO A FINGERPRINT-BASED STATE AND FEDERAL BACKGROUND INQUIRY THROUGH THE STATE REPOSITORY. THE SERVICE PROVIDER IS RESPONSIBLE FOR ANY COSTS ASSOCIATED WITH THE FINGERPRINT-BASED STATE AND FEDERAL BACKGROUND INQUIRY.						
	PREVIOUS PO TOTAL==>			OPEN END			
	PO NET CHANGE (+)==>						

PURCHASING DIVISION
 CERTIFIED ENCUMBERED

FEB 11 2013

Beverly Toler

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE *1/30/13*

OPEN END

TOTAL

304-558-8802

APPROVED AS TO FORM BY
 ASSISTANT ATTORNEY GENERAL

BY

BUYER 42

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 of 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, the State may deem this contract null and void, and terminate such contract without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vrc/hipaa.html and is hereby made part of the agreement provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103); and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
16. **LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
17. **ANTITRUST:** In accepting this purchase order or signing this contract with any agency for the State of West Virginia, the vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to vendor. Vendor certifies that this purchase order or contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law. Vendor further certifies that this purchase order or contract is in all respects fair and without collusion or fraud.



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LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT		
	DELIVERY DATE	CAT.NO.	ITEM NUMBER				
<p>AFTER THE CONTRACT FOR SUCH SERVICES HAS BEEN APPROVED, BUT BEFORE ANY SUCH EMPLOYEES ARE PERMITTED TO BE ON THE GROUNDS OR IN THE BUILDINGS OF THE CAPITOL COMPLEX OR HAVE ACCESS TO SENSITIVE OR CRITICAL INFORMATION, THE SERVICE PROVIDER SHALL SUBMIT A LIST OF ALL PERSONS WHO WILL BE PHYSICALLY PRESENT AND WORKING AT THE CAPITOL COMPLEX TO THE DIRECTOR OF THE DIVISION OF PROTECTIVE SERVICES FOR PURPOSES OF VERIFYING COMPLIANCE WITH THIS PROVISION.</p> <p>THE STATE RESERVES THE RIGHT TO PROHIBIT A SERVICE PROVIDER'S EMPLOYEES FROM ACCESSING SENSITIVE OR CRITICAL INFORMATION OR TO BE PRESENT AT THE CAPITOL COMPLEX BASED UPON RESULTS ADDRESSED FROM A CRIMINAL BACKGROUND CHECK.</p> <p>SERVICE PROVIDERS SHOULD CONTACT THE WEST VIRGINIA DIVISION OF PROTECTIVE SERVICES BY PHONE AT (304) 558-9911 FOR MORE INFORMATION.</p> <p>NO OTHER CHANGES.</p>							
						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

PRICING PAGE - TEMP11F
REGION III

NOTE: If you do not cover entire region, circle counties where you do supply temporaries.

Region III - Lewis, Upshur, Randolph, Pendleton, Hardy, Grant, Hampshire, Mineral, Morgan, Berkeley, Jefferson, Tucker, Barbour, Taylor, and Preston

CLASSIFICATION	REGION III			
	Worker Pay	Statutory	Overhead	Total
1 Accounting Technician 2	\$12.00	\$1.75	\$4.32	\$18.07
2 Administrative Services Assistant 1	\$15.00	\$2.17	\$5.40	\$22.57
3 Administrative Services Assistant 2	\$18.00	\$2.60	\$6.48	\$27.08
4 Cook	\$9.00	\$1.46	\$3.24	\$13.70
5 Custodian	\$9.00	\$1.63	\$3.24	\$13.87
6 Data Entry Operator 2	\$10.00	\$1.45	\$3.60	\$15.05
7 Executive Secretary	\$13.00	\$1.88	\$4.68	\$19.56
8 Groundskeeper	\$9.00	\$1.84	\$3.24	\$14.08
9 Health Service Worker (Certified Nursing Program)	\$10.00	\$1.46	\$3.60	\$15.06
10 Laboratory Assistant 3	\$12.00	\$2.14	\$4.32	\$18.46
11 Laborer	\$9.00	\$2.44	\$3.24	\$14.68
12 Mail Runner	\$8.00	\$1.17	\$2.88	\$12.05
13 Office Assistant 2	\$9.00	\$1.30	\$3.24	\$13.54
14 Office Assistant 3	\$12.00	\$1.75	\$4.32	\$18.07
15 Painter	\$11.00	\$1.59	\$3.96	\$16.55
16 Paralegal	\$13.00	\$3.08	\$4.68	\$20.76
17 Parking Attendant	\$8.00	\$1.53	\$2.88	\$12.41
18 Word Processor	\$10.00	\$1.45	\$3.60	\$15.05

PRICING PAGE - TEMP11F
REGION IV

NOTE: If you do not cover entire region, circle counties where you do supply temporaries.

Region IV - Braxton, Clay, Nicholas, Fayette, Raleigh, Wyoming, McDowell, Mercer, Summers, Greenbrier, Pocahontas, Webster and

CLASSIFICATION	REGION IV			
	Worker Pay	Statutory	Overhead	Total
1 Accounting Technician 2	\$12.00	\$1.75	\$4.32	\$18.07
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LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
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RECEIPT TICKET FOR PURCHASE ORDER:					TEMP11F		
LINE	CATNO	ITBM	NUMBER	DESCRIPTION	QTY	DATE	
0001		946-10-01-001		TEMPORARY EMPLOYEE SERVICES			
SIGNATURE _____				DATE _____			

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