

Ordering Instructions

Statewide Contract – TEMP

Ordering Requirements – An agency may request use of the TEMP16A through TEMP16G Statewide Contracts for any order as-needed.

Special Instructions – Agencies will review the Synopsis Award spreadsheets attached to the contract to identify the lowest cost supplier for each classification, according to region. A Central Non-Profit Agency, such as the West Virginia Association of Rehabilitation Facilities, will receive priority for any potential awards, even if they are not the lowest cost supplier for the classification. Waivers from the Central Non-Profit Agency must be attached to all invoices processed through the West Virginia State Auditor's officer.

At the discretion of the West Virginia State Agency, the form attached to the contract as Exhibit B, Temporary Worker Request Form, may be required prior to accepting a Temporary Employee offered by any Vendor. If this form is used all pertinent information the State Agency finds relevant. This will ensure that all Temporary Employees arriving at a West Virginia State Agency will have a full understanding of all that is required of them for the temporary position. If requested by the State Agency, this form must be signed by both the Vendor and the Temporary Employee. The State Agency may also use this form to list any prohibited activities by the Temporary Employee.

If the Central Non-Profit Agency or any other Vendor has indicated they cannot fill the position the State Agency may then go to the next low bidder to fill the temporary position.

Approvals Required - No prior approvals are required.

Agency and/or Vendor Contact Information:

TEMP16A

West Virginia Association of Rehabilitation Facilities, Inc.

400 Allen Drive, Suite 100

Charleston, WV 25302

Phone: 304-205-7970 Ext. 207

Fax: 304-205-7915

Contact: Mary Jones

Email: mjones@wvarf.org

TEMP16B

Kelly Services, Inc.

5707 MacCorkle Ave. S.E., Suite 385

Charleston, WV 25304

Phone: 304-925-0041 or 304-529-2141

Fax: 304-342-4734

Contact: Vickie Simmons-Delp

Email: simmovl@kellyservices.com

TEMP16C

Express Services, Inc.

47 RHL Boulevard

South Charleston, WV 25305

Phone: 304-746-8888

Fax: 304-746-1112

Contact: Tom Wirts

Email: tom.wirts@expresspros.com

TEMP16D

Saunders Staffing, Inc.

POB 4211 / 400 North Street

Bluefield, WV 24701

Phone: 304-325-3273

Fax: 304-325-6817

Contact: Connie Saunders

Email: saunderssem@saundersstaffing.net

TEMP16E

22nd Century Technologies, Inc.

1 Executive Drive, Suite# 285

Somerset, NJ 08873

Phone: 732-658-4023

Fax: 501-421-3750

Contact: Karolina Plan

Email: Karolina.plan@tscti.com

TEMP16F

Adecco USA, Inc.

1006 Washington St. East

Charleston, WV 25301

Phone: 304-345-8367

Fax: 304-345-8366

Contact: Melinda Brooks

Email: Melinda.brooks@adeccona.com

TEMP16G

Manpower of WV

503 Pennsylvania Ave.

Charleston, WV 25302

Phone: 304-346-9617

Fax: 304-525-0392

Contact: Zach Treister

Email: Zach.Treister@manpower.com

See the **List of Buyer Assignments** located at the Purchasing Division website (Agency Resource Center) for the centralized buyer assigned to this contract.

Type of Delivery Order - An ADO must be created in Oasis with the appropriate documentation attached for orders less than \$25,000.00 and a CDO for orders greater than \$25,000.00 must be submitted to central purchasing for review.

How to submit the completed order to the Vendor - Contact the vendor by email or by phone to provide a Delivery Order to initiate the procurement of temporary services. The Delivery Order shall contain a description of the services required, job location within the relevant region, job classification, hourly billing rate and number of hours required, and start

and end dates of the assignment. All Delivery Orders must be completed by the agency initiating the order.

POLITICAL SUBDIVISIONS: Contact vendor to confirm that contract pricing is available.