



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.

WVARF04

PAGE

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CHANGE ORDER

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ALL STATE AGENCIES
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VARIOUS LOCALES AS INDICATED
BY ORDER

*709052549 304-766-4894
WV ASSOC OF REHAB FACILITIES
PO BOX 745

INSTITUTE WV 25112

ALL STATE AGENCIES
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VARIOUS LOCALES AS INDICATED
BY ORDER

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
12/30/2004		NET 30		550633886		VAR	
SHIP VIA		F.O.B.		FREIGHT TERMS		ACCOUNT NUMBER	
BEST WAY		DESTINATION		PREPAID		- -VAR	
LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT NO.	ITEM NUMBER				
<p>CHANGE ORDER #04</p> <p>TO RENEW THE ORIGINAL CONTRACT ACCORDING TO ALL TERMS, CONDITIONS, PRICES AND SPECIFICATIONS CONTAINED IN THE ORIGINAL CONTRACT INCLUDING ALL AUTHORED CHANGE ORDERS.</p> <p>EFFECTIVE DATE OF RENEWAL: 10/01/2004 THRU 09/30/2005</p> <p>THE WEST VIRGINIA STATE USE COMMITTEE HAS LOWERED THE COSTING FOR ALL ITEMS SUPPLIED THROUGH WVARF. EFFECTIVE 7/1/04 ALL PRICES ON THIS CONTRACT CHANGED. SINCE ALL PRICING HAS BEEN CHANGED, THE ENTIRE CONTRACT IS BEING REISSUED WITH THIS CHANGE ORDER.</p> <p>HIPPA:</p> <p>THE ATTACHED HIPPA CONTRACT ADDENDUM IS ADDED TO WVARF04.</p> <p>PREVIOUS PO TOTAL==> PO INCREASE =====></p> <p>APPROVED FOR ONE FISCAL YEAR</p>							
						<p>WV STATE PURCHASING DIVISION ADMINISTRATION UNIT CERTIFIED ENCUMBERED</p> <p>JAN 11 2005</p> <p><i>Beverly Toler</i></p> <p>OPEN END</p>	
						<p>OPEN END</p>	
						<p>TOTAL</p>	

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Dwayne Wayfield
APPROVED AS TO FORM BY

BY *Betty Francisco*
BETTY FRANCISCO

304-558-0468

**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 §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.



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LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT
	DELIVERY DATE	CAT.NO.	ITEM NUMBER		
	WEST VIRGINIA STATE LAW PROVIDES FOR AWARD OF SPECIFIC SERVICES AND PRODUCTS PRODUCED AND OFFERED FOR SALE BY NONPROFIT WORKSHOPS. WVARF WORKS WITH THESE NONPROFIT ORGANIZATIONS TO COORDINATE THIS WORK.				
	THIS STATEWIDE CONTRACT COVERS ALL MANDATORY PRODUCTS AND SERVICES (EXCEPT TEMPORARY WORKERS) OFFERED BY NON-PROFIT WORKSHOPS THROUGH WVARF. TEMPORARY WORKERS ARE HANDLED THROUGH MULTIPLE VENDOR CONTRACTS. HOWEVER, AGENCIES MUST FIRST CONTACT WVARF FOR ALL TEMPORARY EMPLOYEE REQUIREMENTS.				
	PREVIOUSLY, EACH OF THE SERVICES COVERED BY THIS CONTRACT WAS ASSIGNED A SEPARATE CONTRACT. THIS STATE USE LIST HAS REPLACED ALL OF THE SEPARATE CONTRACTS LISTED BELOW:				
	SERVICE/PRODUCT		LINE ITEM NUMBER(S)	PREVIOUS CONTRACT NUMBER	
	ABSORBENT PRODUCTS		1 - 14	ABSORB00	
	BOTTLED WATER/COOLERS		15 - 30	BTWATER02A & B	
	CONDIMENT KITS		31	CONKIT02	

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	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
	DOCUMENT IMAGING		32 - 58		IMAGE00A		
	DATA MANAGEMENT		59 - 85		DATA02		
	MICROFILMING SERVICES		86 - 99		MVSVC03		
	PRESORT US MAIL		100 - 106		PRESORT01		
	SOAP		107 - 120		SOAP03		
	SURVEY STAKES		121 - 137		STAKE02		
	WIPING CLOTHS		138 - 145		WIPING01A		
THIS CONTRACT COVERS THE FOLLOWING ADDITIONAL ITEMS THAT WERE NOT PREVIOUSLY UNDER STATEWIDE CONTRACTS:							
SERVICE/PRODUCT		LINE ITEM #					
COURIER SERVICES		146					
INTERSTATE REST AREAS		147					
GROUNDS MAINTENANCE		148					
20 OUNCE BOTTLED WATER		149 - 150					
JANITORIAL SERVICES		151					
LOW-IMPACT MONITORING		152					
EACH COMMODITY SECTION CONTAINS ORDERING INFORMATION, INCLUDING CONTACT, TELEPHONE							
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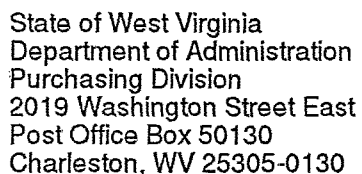
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LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT		
	DELIVERY DATE	CAT.NO.	ITEM NUMBER				
NUMBER, AND FAX NUMBER.							
REPORTS: THE PURCHASING DIVISION REQUESTS THAT CONSOLIDATED USAGE REPORTS BE SUBMITTED QUARTERLY ON EACH COMMODITY/ SERVICE COVERED BY THIS CONTRACT. THIS REPORT SHOULD INCLUDE THE TOTAL DOLLARS FOR EACH LINE ITEM OF THIS CONTRACT. IT SHOULD ALSO INCLUDE INFORMATION ON THE AGENCIES USING THE CONTRACT.							
ABSORBENT PRODUCTS: LINE ITEMS 1 THROUGH 14 COVER ABSORBENT PRODUCTS FOR CLEANUP OF LIQUID SPILLS. VENDOR MAY ADD ACTUAL TRANSPORTATION COSTS (PREPAID) TO THE INVOICE AS A SEPARATE ITEM AND ATTACH THE ORIGINAL FREIGHT BILL TO THE INVOICE.							
A DISCOUNT OF 3% WILL BE APPLIED TO ALL ABSORBENCY							
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0002	06/30/2003	EA	485-74	33.48000	
	ABSORBENT BLANKET KIT (AP150)				
	CONTENTS: 1-EACH 38" X 144" 12OZ. ABSORBENT BLANKET (OIL ONLY) (48 GALLON CAPACITY)				
	1-POLY WRAP, 10 MIL, 46" X 24" BAG (KIT BAG SERVES AS DISPOSABLE BAG)				
	1-TIE FOR DISPOSABLE BAG				
	1-TIE FOR KIT BAG				
	1-BOX (20" X 18" X 12")				
	1-TAPE				
0003	06/30/2003	EA	485-74	46.49000	
	ABSORBENT BLANKET KIT (AP153)				
	CONTENTS: 15 UXT "EXTRA TOUGH" UNIV PLUS ABS PADS (7 GALLONS ABSORBENCY)				
	3-48" ALLWICK SOCKS				
	1-PAIR NITRILL SOLVENT RESISTANT GLOVES				
	1-PAIR SPLASH RESISTANT GOGGLES				
	1-KIT ZIPPER STORAGE BAG				

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	DELIVERY DATE	CAT.NO.	ITEM NUMBER		
0004	EA		46.64000		
	06/30/2004	485-74			
UNIVERSAL SPILL KIT (AP200)					
CONTENTS: 15-17" X 19" 12 OZ. ABSORBENT PADS (7 GALLONS ABSORBENCY) 3-48" COBRA COIL SOCKS 1-PAIR SPLASH RESISTANT GOGGLES 3-EACH 10 MIL POLY DISPOSAL BAG 1-KIT ZIPPER STORAGE BAG 1-PAIR NITRILE SOLVENT RESISTANT GLOVES 1-INSTRUCTION SHEET 1-BOX (20" X 18" X 12") 1-TAPE 3-TIES FOR DISPOSABLE BAGS					
0005	EA		66.92000		
	06/30/2004	485-74			
DRUM TOP COVER					

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TWO TYPES OF COVERS AVAILABLE:					
OR					
UNIVERSAL DRUM - 22" DIAMETER 25/BOX					
OIL ONLY DRUM TOP COVER - 22" DIAMETER 25/BOX					
0006	06/30/2004	EA	485-74	116.87000	
APDP40-UNIVERSAL DRIP PANS (5) WITH PILLOWS					
40 PER CASE					
0007	06/30/2004	EA	485-74	73.81000	
APAW99- REPLACEMENT PILLOWS - 9" X 9"					
32 PER CASE					
0008	06/30/2004	EA	485-74	70.79000	
APOIL99-REPLACEMENT PILLOWS 9" X 9" (OIL)					
32 PER CASE					

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0009	06/30/2004 AP510-ABSORBENT BOOMS OIL ONLY, 5" X 10' 4 PER BALE	EA	485-74	103.85000	
0010	06/30/2004 AP810-ABSORBENT BOOMS OIL ONLY, 8" X 10" 4 PER BALE	EA	485-74	171.71000	
0011	06/30/2004 AP412-ABSORBENT SOCKS OIL, 3" X 4" 12 PER CASE	EA	485-74	56.66000	
0012	06/30/2004 AP430-ABSORBENT SOCKS OIL, 3" X 4" 30 PER CASE	EA	485-74	99.67000	
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0013	06/30/2004 AP612-ABSORBENT SOCKS OIL, 3" X 12" 4 PER CASE	EA	485-74	56.58000	
0014	06/30/2004 AP152-ABSORBENT OIL PAD, 19" X 144" 36 GALLON CAPACITY	EA	485-74	75.84000	
BOTTLED WATER: LINE ITEMS 15 THROUGH 22 ARE ASSIGNED TO GREEN ACRES					

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25112

ALL STATE AGENCIES
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VARIOUS LOCALES AS INDICATED
BY ORDER

DATE PRINTED		TERMS OF SALE		FEIN/SSN	FUND
12/30/2004		NET 30		550633886	VAR
SHIP VIA		F.O.B.		FREIGHT TERMS	ACCOUNT NUMBER
BEST WAY		DESTINATION		PREPAID	- -VAR
LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT
	DELIVERY DATE	CAT NO.	ITEM NUMBER		
0015	RR 2, BOX 240, LESAGE, WV 25537, TO COVER BOTTLED WATER AND COOLERS.				
	BOTTLED WATER (FROM GREEN ACRES) - ORDER				
	PAYMENT INFORMATION				
	THESE PRODUCTS ARE ORDERED BY CALLING JON FLOYD AT GREEN ACRES, TELEPHONE NUMBER 304-762-2522; FAX NUMBER - 304-762-2862.				
	SERVICE WILL BE INVOICED BY AND PAYMENT MADE TO THE GREEN ACRES REGIONAL CENTER, INC., ROUTE 2, BOX 240, LESAGE, WV 25537				
0015	06/30/2004	EA	985-28	9.20000	
	BOTTLED WATER COOLER, COLD ONLY				
0016	06/30/2004	EA	985-28	12.06000	
	BOTTLED WATER COOLER, HOT AND COLD				
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>					TOTAL

BETTY FRANCISCO

304-558-0468

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SHIP VIA		F.O.B.		FREIGHT TERMS	ACCOUNT NUMBER
BEST WAY		DESTINATION		PREPAID	- -VAR
LINE	QUANTITY DELIVERY DATE	UOP CAT NO.	VENDOR ITEM NO. ITEM NUMBER	UNIT PRICE	AMOUNT
0017	06/30/2004 BOTTLED WATER COOLER, COMPARTMENT	EA	985-28	16.45000	
	NOTE: EFFECTIVE OCTOBER 1, 2004, ITEM NO LONGER AVAILABLE FOR NEW RENTALS.				
0018	06/30/2004 BOTTLED WATER COOLER, HOT & COLD, WITH REFRIGERATOR	EA	958-28 985-28	15.24000	
0019	06/30/2004 DRINKING WATER, FIVE GALLON RETURNABLE BOTTLE	EA	390-91	5.57000	
0020	06/30/2004 DRINKING WATER, THREE GALLON RETURNABLE BOTTLE	EA	390-91	3.32000	
0021	06/30/2004 BOTTLE DEPOSIT	EA	390-91	6.48000	
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>					TOTAL

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BEST WAY		DESTINATION		PREPAID	- - VAR
LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT
	DELIVERY DATE	CAT. NO.	ITEM NUMBER		
0022	06/30/2004	EA	962-21	24.91000	
COOLERS CLEANED & DISINFECTED TWICE/YEAR FOR \$25.00					
BOTTLED WATER/NICHOLAS COUNTY					
LINE ITEMS 23 - 30 COVER BOTTLED WATER AND COOLERS THROUGH THE NICHOLAS COUNTY SHELTERED WORKSHOP.					
BOTTLED WATER/COOLER - (FROM NICHOLAS COUNTY)					
WATER FROM NICHOLAS COUNTY - ORDER/PAYMENT INFORMATION					
LINE ITEMS 23 - 30 ARE ORDERED THROUGH WVARF. TO PLACE AN ORDER, CALL JOYCE WYSONG AT 304-766-4894; FAX NUMBER 304-766-4607.					
PRODUCTS PURCHASED FROM LINE ITEMS 23 - 30 WILL BE INVOICED BY AND PAYMENT MADE TO WVARF.					
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>					TOTAL

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SHIP VIA		F.O.B.		FREIGHT TERMS	ACCOUNT NUMBER
BEST WAY		DESTINATION		PREPAID	- -VAR
LINE	QUANTITY DELIVERY DATE	UOP CAT.NO.	VENDOR ITEM NO. ITEM NUMBER	UNIT PRICE	AMOUNT
0023	06/30/2004 COOLERS CLEANED & DISINFECTED TWICE/YEAR FOR \$25.00	EA	962-21	24.91000	
0024	06/30/2004 BOTTLED WATER COOLER, COLD ONLY	EA	985-28	9.20000	
0025	06/30/2004 BOTTLED WATER COOLER, HOT AND COLD	EA	985-28	12.06000	
0026	06/30/2004 BOTLED WATER COOLER, COMPARTMENT	EA	985-28	16.45000	
0027	06/30/2004 BOTTLED WATER COOLER, HOT & COLD, WITH REFRIGERATOR	EA	985-28	15.24000	
NOTE: EFFECTIVE OCTOBER 1, 2004, ITEM NO LONGER AVAILABLE FOR NEW RENTALS.					

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SHIP VIA		F.O.B.		FREIGHT TERMS	ACCOUNT NUMBER
BEST WAY		DESTINATION		PREPAID	- -VAR
LINE	QUANTITY DELIVERY DATE	UOP CAT.NO.	VENDOR ITEM NO. ITEM NUMBER	UNIT PRICE	AMOUNT
0028	06/30/2004 DRINKING WATER, FIVE GALLON RETURNABLE BOTTLE	EA	390-91	5.57000	
0029	06/30/2004 DRINKING WATER, THREE GALLON RETURNABLE BOTTLE	EA	390-91	3.32000	
0030	06/30/2004 BOTTLE DEPOSIT	EA	390-91	6.48000	
CONDIMENT KITS: LINE ITEM 31 COVERS CONDIMENT KITS.					
CONDIMENT KITS - ORDER/PAYMENT INFORMATION					
THESE PRODUCTS ARE ORDERED THROUGH WVARF. TO PLACE					
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>					TOTAL

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12/30/2004		NET 30		550633886		VAR	
BEST WAY		DESTINATION		PREPAID		- -VAR	
LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT		
	DELIVERY DATE	CAT.NO.	ITEM NUMBER				
0031	AN ORDER, CALL KEN FAX 304-766-4607.		KENNEDY AT 304-766-4894; OR				
	PRODUCTS WILL BE INVOICED BY AND PAYMENT MADE TO WVARF						
	EA			0.00000			
	06/30/2004		240-23				
	CONDIMENT KITS-SEE		PRICES DETAILED BELOW				
	FOB:		SHIP POINT				
	FREIGHT TERMS:		COLLECT				
	CONDIMENT KITS ARE AVAILABLE WITH A VARIETY OF DISPOSABLE TABLEWARE, NAPKINS, DRINKING STRAWS, AND CONDIMENTS NEEDED FOR ANY TYPE OF FOOD SERVICE. A CUSTOM DESIGNED KIT MAY BE SELECTED FROM THE FOLLOWING LIST.						
	TO DETERMINE THE PRICE OF YOUR CONDIMENT KIT PER CASE OF 500 KITS, CHOOSE THE ITEMS DESIRED FROM THE LIST OF ITEMS. TOTAL THE COST OF THE ITEMS SELECTED AND ADD THE BASIC CHARGE FOR THE NUMBER OF ITEMS SELECTED.						
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>						TOTAL	

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BEST WAY		DESTINATION		PREPAID		- -VAR	
LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT NO.	ITEM NUMBER				
	ITEM		PRICE PER 500				
	FORK, MEDIUM WEIGHT		\$3.92				
	SPOON, MEDIUM WEIGHT		\$3.92				
	KNIFE, MEDIUM WEIGHT		\$3.92				
	FORK, HEAVY WEIGHT		\$9.21				
	SPOON, HEAVY WEIGHT		\$9.21				
	KNIFE, HEAVY WEIGHT		\$9.21				
	SPORKS		\$4.72				
	STRAW, FLEX		\$2.76				
	SUGAR		\$3.46				
	SUGAR SUBSTITUTE		\$3.33				
	EQUAL		\$8.28				
	SALT		\$1.24545				
	SALT SUBSTITUTE		\$3.62				
	PEPPER		\$2.05251				
	CREAMER		\$7.59				
	LIGHTWEIGHT FORK		\$3.09				
	LIGHTWEIGHT SPOON		\$3.09				
	LIGHTWEIGHT KNIFE		\$3.09				
	STRAW, JUMBO REGULAR		\$1.42480				
	STRAW, MILK		\$1.22553				
	BASIC CHARGES:						
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>						TOTAL	

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SHIP VIA		F.O.B.	FREIGHT TERMS		ACCOUNT NUMBER
BEST WAY		DESTINATION	PREPAID		- -VAR
LINE	QUANTITY DELIVERY DATE	UOP CAT.NO.	VENDOR ITEM NO. ITEM NUMBER	UNIT PRICE	AMOUNT
	# OF PIECES		BASIC CHARGE COST		
	ONE			\$30.95	
	TWO			\$33.46	
	THREE			\$34.67	
	FOUR			\$36.85	
	FIVE			\$40.49	
	SIX			\$45.21	
	SEVEN			\$45.90	
	EIGHT			\$50.86	
	ADDITIONAL SELECTIONS:				
	INSERT FOLDED NAPKIN			\$7.00 (PER 500)	
	COLOR CODE CONDIMENT KITS			\$9.76 (PER 500)	
	MINIMUM ORDER IS ONE CASE (500 KITS).				
	SHIPPING CHARGES ARE IN ADDITION TO THE COST OF THE KITS.				

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SHIP VIA		F.O.B.		FREIGHT TERMS		ACCOUNT NUMBER	
BEST WAY		DESTINATION		PREPAID		- -VAR	
LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
0032	06/30/2004	EA	915-68-03-001		0.07971		
DOCUMENT IMAGING SERVICES: LINES 32 THROUGH 58 COVER THESE SERVICES; DOCUMENT IMAGING SERVICES - ORDER/PAYMENT INFORMATION THESE PRODUCTS ARE ORDERED THROUGH WVARF. TO PLACE AN ORDER, CALL KEN KENNEDY AT 304-766-4894, OR FAX 304-766-4607. SERVICES WILL BE INVOICED BY AND PAYMENT MADE TO WVARF. DOCUMENTS ARE TO BE SCANNED WITH A HIGH SPEED OPTICAL SCANNER AND CONVERTED TO DIGITAL FORMAT. DURING THE PROCESS, DOCUMENTS ARE CHECKED FOR QUALITY AND ACCURACY, INDEXED BY KEY WORK; STORED ON CD. VENDOR WILL PROVIDE TRANSPORTATION OF DOCUMENTS AT \$0.60/MILE OR USERS MAY PICK-UP AND DELIVER TO THE VENDOR'S SITE IN SUTTON, WV. DOCUMENT IMAGING SERVICES: SCAN AT 200/300 DPI UP TO 8.5" X 14" PER DOCUMENT							
FOB: SHIP POINT							
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TOTAL							

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BEST WAY		DESTINATION		PREPAID	- -VAR
LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT
	DELIVERY DATE	CAT.NO.	ITEM NUMBER		
0033	FREIGHT TERMS:		PREPAY/CHG BACK		
	06/30/2004	EA	915-68-03-001	0.11956	
	SCAN AT 200/300 DPI UP TO 11" X 17"		PER DOCUMENT		
0034	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
	06/30/2004	EA	915-68-03-001	0.00867	
	INDEXED - PER KEYSTROKE				
0035	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
	06/30/2004	EA	915-68-03-001	49.82000	
	SET UP FEE - PER JOB				
	FOB:		SHIP POINT		
FREIGHT TERMS: PREPAY/CHG BACK					
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SHIP VIA		F.O.B.		FREIGHT TERMS	ACCOUNT NUMBER
BEST WAY		DESTINATION		PREPAID	- -VAR
LINE	QUANTITY DELIVERY DATE	UOP CAT.NO.	VENDOR ITEM NO. ITEM NUMBER	UNIT PRICE	AMOUNT
0036	06/30/2004 MASTER CD FEE - PER CD	EA	915-68-03-001	74.73000	
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
0037	06/30/2004 DUPLICATION - PER CD	EA	915-68-03-001	14.95000	
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
0038	06/30/2004 PREPARATION OF DOCUMENTS - PER HOUR	EA	915-68-03-001	7.92000	
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
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VARIOUS LOCALES AS INDICATED
BY ORDER

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PO BOX 745

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25112

SHIP TO

ALL STATE AGENCIES
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VARIOUS LOCALES AS INDICATED
BY ORDER

DATE PRINTED		TERMS OF SALE		FEIN/SSN	FUND
12/30/2004		NET 30		550633886	VAR
SHIP VIA		F.O.B.		FREIGHT TERMS	ACCOUNT NUMBER
BEST WAY		DESTINATION		PREPAID	- -VAR
LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT
	DELIVERY DATE	CAT.NO.	ITEM NUMBER		
0039	06/30/2004	EA	915-68-03-001	0.59782	
	TRANSPORTATION OF DOCUMENTS - PER MILE				
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
0040	06/30/2004	EA	915-68-03-001	7.92000	
	FRAGILE DOCUMENT SCANNING/FLATBED SCANNER/PER HOUR				
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
0041	06/30/2004	EA	915-68-03-001	0.15942	
	SCAN AT 200/300 DPI UP TO 11"X17" W/FLATBED/PER DOC				
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>					TOTAL

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12/30/2004		NET 30		550633886	VAR
SHIP VIA		F.O.B.		FREIGHT TERMS	ACCOUNT NUMBER
BEST WAY		DESTINATION		PREPAID	- -VAR
LINE	QUANTITY DELIVERY DATE	UOP CAT.NO.	VENDOR ITEM NO. ITEM NUMBER	UNIT PRICE	AMOUNT
0042	06/30/2004 OCR, NO OPERATOR EDITING - PER DOCUMENT	EA	915-68-03-001	0.03985	
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
0043	06/30/2004 OCR CLEAN-UP - PER HOUR	EA	915-68-03-001	7.92000	
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
0044	06/30/2004 OFF-SITE STORAGE - PER CD PER YEAR	EA	915-68-03-001	4.98000	
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
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12/30/2004		NET 30		550633886	VAR
SHIP VIA		F.O.B.	FREIGHT TERMS		ACCOUNT NUMBER
BEST WAY		DESTINATION	PREPAID		- -VAR
LINE	QUANTITY DELIVERY DATE	UOP CAT.NO.	VENDOR ITEM NO. ITEM NUMBER	UNIT PRICE	AMOUNT
0045	06/30/2004 DOCUMENT SHREDDING	EA	915-68-03-001 - PER 15" BANKER BOX	4.98000	
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
0046	06/30/2004 DATA WAREHOUSING (VIA INTERNET)	EA	915-68-03-001	0.03487	
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
	THIS CHARGE IS PER IMAGE/PER YEAR AND INCLUDES ACCESSING UP TO 20% OF IMAGES WAREHOUSED.				
0047	06/30/2004 ACCESSING OF WAREHOUSED DATA ABOVE	EA	915-68-03-001	0.00598	
			20%-PER IMAGE CHG		
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
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12/30/2004		NET 30		550633886	VAR
SHIP VIA		F.O.B.		FREIGHT TERMS	ACCOUNT NUMBER
BEST WAY		DESTINATION		PREPAID	- -VAR
LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT
	DELIVERY DATE	CAT.NO.	ITEM NUMBER		
0048		EA		1.49455	
	06/30/2004		915-68-03-001		
	DOC SCANNING 18"X24" ENG.C @ 200 DPI/PER DOCUMENT				
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
0049		EA		1.74364	
	06/30/2004		915-68-03-001		
	DOC SCANNING 18"X24" ENG.C @ 300 DPI/PER DOCUMENT				
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
0050		EA		1.69382	
	06/30/2004		915-68-03-001		
	DOC SCANNING 24"X36" ENG.D @ 200 DPI/PER DOCUMENT				
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
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12/30/2004		NET 30		550633886	VAR
SHIP VIA		F.O.B.		FREIGHT TERMS	ACCOUNT NUMBER
BEST WAY		DESTINATION		PREPAID	- -VAR
LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT
	DELIVERY DATE	CAT.NO.	ITEM NUMBER		
0051	06/30/2004	EA	915-68-03-001	1.94291	
	DOC SCANNING 24"X36"		ENG.D @ 300 DPI/PER DOCUMENT		
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
0052	06/30/2004	EA	915-68-03-001	2.19200	
	DOC SCANNING 36"X48"		ENG.E @ 200 DPI/PER DOCUMENT		
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
0053	06/30/2004	EA	915-68-03-001	2.44109	
	DOC SCANNING 36"X48"		ENG.E @ 300 DPI/PER DOCUMENT		
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
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12/30/2004		NET 30		550633886	VAR
SHIP VIA		F.O.B.		FREIGHT TERMS	ACCOUNT NUMBER
BEST WAY		DESTINATION		PREPAID	- -VAR
LINE	QUANTITY DELIVERY DATE	UQP CAT.NO.	VENDOR ITEM NO. ITEM NUMBER	UNIT PRICE	AMOUNT
0054	06/30/2004 MICROFILM SCAN, 16MM ROLL FILM-200/300 DPI/PER IMAGE	EA	915-68-03-001	0.07971	
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
0055	06/30/2004 MICROFILM SCAN 35MM ROLL FILM, 200/300 DPI PER IMAGE	EA	915-68-03-001	0.11956	
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
0056	06/30/2004 MICROFICHE SCAN, 200/300 DPI - PER IMAGE	EA	915-68-03-001	0.14945	
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		

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SHIP VIA		F.O.B.		FREIGHT TERMS	ACCOUNT NUMBER
BEST WAY		DESTINATION		PREPAID	- -VAR
LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT
	DELIVERY DATE	CAT.NO.	ITEM NUMBER		
0057	06/30/2004	EA	915-68-03-001	0.34873	
	APERTURE SCAN - PER CARD				
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
0058	06/30/2004	EA	915-68-03-001	74.73000	
	MASTER DVD-R FEE - PER DVD				
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		

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DATE PRINTED		TERMS OF SALE		FEIN/SSN	FUND
12/30/2004		NET 30		550633886	VAR
SHIP VIA		F.O.B		FREIGHT TERMS	ACCOUNT NUMBER
BEST WAY		DESTINATION		PREPAID	- -VAR
LINE	QUANTITY DELIVERY DATE	UQP CAT.NO.	VENDOR ITEM NO. ITEM NUMBER	UNIT PRICE	AMOUNT
0057	06/30/2004 APERTURE SCAN - PER CARD	EA	915-68-03-001	0.34873	
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
0058	06/30/2004 MASTER DVD-R FEE -	EA	915-68-03-001	74.73000	
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
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SHIP VIA		F.O.B.		FREIGHT TERMS		ACCOUNT NUMBER	
BEST WAY		DESTINATION		PREPAID		- -VAR	
LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT.NO.	ITEM NUMBER				
THE SELECTION OF THE APPROPRIATE UNIT PRICING WILL BE BASED ON THE INITIAL "STATEMENT OF WORK" PROVIDED BY THE AGENCY AT THE BEGINNING OF THE PROJECT.							
THE FOLLOWING WAS INADVERTENTLY OMITTED FROM THE ORIGINAL ISSUE OF THE CONTRACT AND IS ADDED EFFECTIVE OCTOBER 1, 2003.							
COSTING WILL BE CALCULATED BY USING TWO METHODS: A KEYSTROKE PRICE AND A PER UNIT PRICE (AS REPRESENTED IN SKILL LEVELS I, II AND III).							
A PER KEYSTROKE PRICE IS PRIMARILY DESIGNED FOR FORMS THAT CAN BE ENTERED USING HIGH-SPEED, HEADS DOWN ENTRY WITH MINIMAL CLERICAL SUPPORT SERVICES. PRICING IS:							
\$3.19 PER 1000 KEYSTROKES FOR SERVICES COMPLETED ON TIME AS DETERMINED BY THE AGENCY.							
\$3.09 PER 1000 KEYSTROKES IF THE WORK IS NOT COMPLETED WITHIN THE TURNAROUND TIME.							
THE PER UNIT PRICE IS REPRESENTED AS A DOCUMENT OR SET OF DOCUMENTS WHEN CONSIDERED EITHER BY ITSELF OR IN ITS ENTIRETY AND THEREFORE CONSTITUTES ONE COMPLETE ITEM FOR THE DATA PROCEDURE. A PRICE RANGE IS \$0.10 TO \$10.00 PER UNIT AS SEEN IN THE FOLLOWING LEVELS I, II, AND III.							
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BEST WAY		DESTINATION		PREPAID		- - VAR	
LINE	QUANTITY	UQP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
0059	06/30/2004	EA	920-21		1.89309		
	SKILL LEVEL I - COST PER UNIT						
	FOB:			SHIP POINT			
	FREIGHT TERMS:			PREPAY/CHG BACK			
	DATA MANAGEMENT SERVICES - SKILL LEVEL I; BILLED ON A PER UNIT (DOCUMENT, BILL, PAGE) BASIS. FORMS MAY REQUIRE SIMPLE DOCUMENT PREPARATION, SORTING AND BATCHING PRIOR TO ENTRY. MINIMAL CLERICAL DUTIES INVOLVED. ENTRY ENTAILS TRANSFERRING INFORMATION FROM SOURCE DOCUMENT INTO COMPUTER USING SPECIFIED FORMAT REQUIRING LITTLE OR NO JUDGEMENT SKILLS. HIGH SPEED PROCESSING. DOCUMENTS MAY BE STORED OR RETURNED WITH OR WITHOUT SPECIAL FILING INSTRUCTIONS. DOCUMENT DISPOSAL IS AVAILABLE. DOCUMENTS MAY BE RETURNED TO PROVIDER PER AGENCY INSTRUCTIONS. POSTAGE TO BE BILLED SEPARATELY AT COST WITH POSTAGE METER RECEIPT ATTACHED. PRICE INCLUDES QUALITY CONTROL, DAILY, WEEKLY AND/OR MONTHLY REPORTS. CURRENT PRICING INCLUDES BUT IS NOT LIMITED TO THE PROCESSING AND ENTRY OF HCFA-1500, WC-400, WC-102, WC-401, UB-92, AND PRIA.						
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>							
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SHIP VIA		F.O.B.		FREIGHT TERMS	ACCOUNT NUMBER
BEST WAY		DESTINATION		PREPAID	- -VAR
LINE	QUANTITY DELIVERY DATE	UOP CAT.NO.	VENDOR ITEM NO. ITEM NUMBER	UNIT PRICE	AMOUNT
0060	06/30/2004 SKILL LEVEL II - COST PER UNIT	EA	920-21	4.98000	
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
	DATA MANAGEMENT SERVICES - SKILL LEVEL II; BILLED ON A PER UNIT (DOCUMENT, BILL, PAGE) BASIS. MAY INCLUDE ANY OR ALL OF THE DUTIES IN LINE ITEM 59-DUTIES FOR PROCESSING. SCREENING, BATCHING AND PROCESSING INSTRUCTIONS MAY REQUIRE MULTIPLE STEP CLERICAL TASKS. SPECIALIZED KNOWLEDGE OF TERMS, FUNCTIONS AND FIELDS MAY BE REQUIRED FOR DOCUMENT PROCESSING. DOCUMENT NORMALLY CONSISTS OF MULTIPLE FIELDS AND/OR PAGES THAT REQUIRE ADDITIONAL TIME AND ATTENTION TO PROCESS. PRICING INCLUDES, BUT IS NOT LIMITED TO THE PROCESSING AND ENTRY OF: WC-1, WC-2, WC-3, DUPLICATES.				
0061	06/30/2004 SKILL LEVEL III - COST PER UNIT	EA	920-21	9.96000	
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
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VARIOUS LOCALES AS INDICATED
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VENDOR

*709052549 304-766-4894
WV ASSOC OF REHAB FACILITIES
PO BOX 745

INSTITUTE WV 25112 25112
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ALL STATE AGENCIES
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VARIOUS LOCALES AS INDICATED
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12/30/2004		NET 30		550633886		VAR	
SHIP VIA		F.O.B.		FREIGHT TERMS		ACCOUNT NUMBER	
BEST WAY		DESTINATION		PREPAID		- -VAR	
LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT NO.	ITEM NUMBER				
	<p>DATA MANAGEMENT SERVICES - SKILL LEVEL III; BILLED ON A PER UNIT (DOCUMENT, BILL, PAGE) BASIS. FORMS MAY REQUIRE ANY OR ALL OF THE SERVICES AND DUTIES LISTED IN DOCUMENT ENTRY LEVEL I AND LEVEL II. DOCUMENTS MAY REQUIRE EXTENSIVE PRE-SCREENING AND/OR DOCUMENT PREPARATION BEFORE ENTRY. CLERICAL DUTIES MAY INCLUDE ANALYZING AND COMPILING INFORMATION FROM VARIOUS RESEARCH MATERIALS SUCH AS WRITTEN OR VERBAL SPECIAL INSTRUCTIONS, MAPS, CHARTS, MANUALS AND PHONE SURVEYS. DOCUMENTS ARE TYPICALLY LENGTHY AND COMPLEX. THE AGENCY MAY REQUIRE ADDITIONAL AND/OR SPECIALIZED TRACKING, REPORTING, TRAINING AND/OR COURIER SERVICE. CURRENT PRICING INCLUDES, BUT IS NOT LIMITED TO, THE PROCESSING AND ENTRY OF: DMV17-F AND RELATED CODE SHEET.</p> <p>ADDITIONAL SERVICES OUTSIDE THE AGENCY'S INITIAL "STATEMENT OF WORK" WILL BE CHARGED PER THE FEES IN LINE ITEMS 62 THROUGH 85. PRICES LISTED ARE MAXIMUMS AND MAY BE DISCOUNTED BASED ON EACH AGENCY'S REQUIREMENTS, QUANTITIES AND DOCUMENT CONDITION. SERVICES REQUESTED IN THE AGENCY'S INITIAL "STATEMENT OF WORK" WILL BE INCLUDED IN THE AGENCY'S "PER UNIT PRICING" FROM LINE ITEMS 59 - 61.</p>						
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>							TOTAL

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BEST WAY		DESTINATION		PREPAID	- -VAR
LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT
	DELIVERY DATE	CAT. NO.	ITEM NUMBER		
0062	06/30/2004	EA	920-21	34.87000	
	ADDITIONAL COURIER		SERVICE/PER HOUR CHARGE		
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
0063	06/30/2004	EA	920-21	9.96000	
	SORT FORMS BY TYPE		COUNTY, NUMERIC INDEX, ETC./HOUR		
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
0064	06/30/2004	EA	920-21	9.96000	
	BATCH WORK/PER HOUR				
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
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BEST WAY		DESTINATION		PREPAID	- -VAR
LINE	QUANTITY DELIVERY DATE	UOP CAT.NO.	VENDOR ITEM NO. ITEM NUMBER	UNIT PRICE	AMOUNT
0065	06/30/2004 REMOVE ATTACHMENTS/PER HOUR	EA	920-21	9.96000	
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
0066	06/30/2004 SCREEN FORM FOR ACCURACY PRIOR TO ENTRY/PER HOUR	EA	920-21	9.96000	
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
0067	06/30/2004 CALCULATE FIELDS TO VERIFY TOTALS/PER HOUR	EA	920-21	9.96000	
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
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BEST WAY		DESTINATION		PREPAID		- -VAR	
LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT		
	DELIVERY DATE	CAT.NO.	ITEM NUMBER				
0068	06/30/2004 RECALL SUBMITTED FORMS FOR SIGHT VERIFICATION/PER HR	EA	920-21	9.96000			
	FOB:		SHIP POINT				
	FREIGHT TERMS:		PREPAY/CHG BACK				
0069	06/30/2004 EDIT SUBMITTED REPORTS/PER HOUR	EA	920-21	9.96000			
	FOB:		SHIP POINT				
	FREIGHT TERMS:		PREPAY/CHG BACK				
0070	06/30/2004 COPY/PER HOUR	EA	920-21	9.96000			
	FOB:		SHIP POINT				
	FREIGHT TERMS:		PREPAY/CHG BACK				
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BEST WAY		DESTINATION		PREPAID	- -VAR
LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT
	DELIVERY DATE	CAT NO.	ITEM NUMBER		
0071	06/30/2004	EA	920-21	9.96000	
	OPEN MAIL/PER HOUR				
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
0072	06/30/2004	EA	920-21	9.96000	
	PREPARE DOCUMENTS FOR MAILING, FILING, ETC./PER HOUR				
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
0073	06/30/2004	EA	920-21	0.29891	
	PREPARE DOCUMENTS FOR MAILING, FILING, ETC./PER PIECE				
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
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BEST WAY		DESTINATION		PREPAID	- -VAR
LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT
	DELIVERY DATE	CAT.NO.	ITEM NUMBER		
0074	06/30/2004 POSTAGE/AT COST	EA	920-21	0.00000	
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
	PROVIDED AT COST				
0075	06/30/2004 GENERATE REPORTS/PER HOUR	EA	920-21	9.96000	
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
0076	06/30/2004 CREATE AND MANAGE DATABASE/PER HOUR	EA	920-21	9.96000	
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
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BEST WAY		DESTINATION		PREPAID	- -VAR
LINE	QUANTITY DELIVERY DATE	UOP CAT. NO.	VENDOR ITEM NO. ITEM NUMBER	UNIT PRICE	AMOUNT
0077	06/30/2004 DEVELOP AND	EA	920-21 MAINTAIN MAILING LISTS/PER HOUR	9.96000	
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
0078	06/30/2004 CREATE DATA MEDIA	EA	920-21 (DISKETTE, CD, ZIP DRIVE) PER HOUR	9.96000	
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
0079	06/30/2004 RESEARCH INFORMATION SOURCES TO COMPLETE FORM/PER HR	EA	920-21	9.96000	
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
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BEST WAY		DESTINATION	PREPAID		- -VAR
LINE	QUANTITY DELIVERY DATE	UOP CAT.NO.	VENDOR ITEM NO. ITEM NUMBER	UNIT PRICE	AMOUNT
0080	06/30/2004 SORT ALPHABETICALLY FOR STORAGE/PER HOUR	EA	920-21	9.96000	
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
0081	06/30/2004 STORE DOCUMENTS/PER BOX PER MONTH	EA	920-21	0.24909	
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
0082	06/30/2004 SHRED DOCUMENTS/PER HOUR	EA	920-21	9.96000	
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
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BEST WAY		DESTINATION		PREPAID	- -VAR
LINE	QUANTITY DELIVERY DATE	UQP CAT.NO.	VENDOR ITEM NO. ITEM NUMBER	UNIT PRICE	AMOUNT
0083	06/30/2004 PROJECT MANAGER/PER HOUR	EA	920-21	19.93000	
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
0084	06/30/2004 PRODUCTION MANAGER/PER HOUR	EA	920-21	14.95000	
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
0085	06/30/2004 PROGRAMMING/PER HOUR	EA	920-21	149.45000	
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
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BEST WAY		DESTINATION		PREPAID		- -VAR	
LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
0086	06/30/2004	EA	915-68		0.04538		
MICROFILMING SERVICES: LINES 86 THROUGH 99 COVER MICROFILMING SERVICES. THESE SERVICES ARE DONE THROUGH PRECISION SERVICES AT SUTTON, WEST VIRGINIA.							
MICROFILMING SERVICES- ORDER/PAYMENT INFORMATION							
THIS SERVICE IS ORDERED THROUGH WVARF. TO PLACE AN ORDER, CALL KEN KENNEDY AT 304-766-4894, OR FAX TO 304-766-4607.							
SERVICES WILL BE INVOICED BY AND PAYMENT MADE TO WVARF.							
SOURCE DOCUMENTS 8.5" X 5" TO 8.5" X 14"							
FOB:			SHIP POINT				
FREIGHT TERMS:			PREPAY/CHG BACK				
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BEST WAY		DESTINATION		PREPAID	- -VAR
LINE	QUANTITY	UOP	VENDOR ITEM NO	UNIT PRICE	AMOUNT
	DELIVERY DATE	CAT NO	ITEM NUMBER		
0087	PLACED IN MICROFILM JACKETS (MICROFICHE)				
	PLACED IN MICROFILM JACKETS (MICROFICHE)				
		EA		0.03641	
	06/30/2004		915-68		
	SOURCE DOCUMENTS 8.5" X 5" TO 8.5" X 14"				
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
	PLACED ON 16MM ROLL FILM WITH SPOOL				
0088		EA		0.03940	
	06/30/2004		915-68		
	SOURCE DOCUMENT 8.5" X 5" TO 8.5" X 14"				
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
	CLACED ON 16MM ROLL WITH CARTRIDGE				
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>					
					TOTAL

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304-558-0468

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SEE REVERSE SIDE FOR
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INVOICE TO	ALL STATE AGENCIES AND POLITICAL SUBDIVISIONS VARIOUS LOCALES AS INDICATED BY ORDER
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VENDOR	*709052549 304-766-4894 WV ASSOC OF REHAB FACILITIES PO BOX 745 INSTITUTE WV 25112 25112 25112
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SHIP TO	ALL STATE AGENCIES AND POLITICAL SUBDIVISIONS VARIOUS LOCALES AS INDICATED BY ORDER
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DATE PRINTED		TERMS OF SALE		FEIN/SSN	FUND
12/30/2004		NET 30		550633886	VAR
SHIP VIA		F.O.B.		FREIGHT TERMS	ACCOUNT NUMBER
BEST WAY		DESTINATION		PREPAID	- -VAR
LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT
	DELIVERY DATE	CAT.NO.	ITEM NUMBER		
0089	06/30/2004	EA	915-68	0.01746	
	CHECK OR CHECK SIZED DOCUMENT				
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
	PLACED ON 16 MM ROLL FILM WITH SPOOL				
0090	06/30/2004	EA	915-68	0.01845	
	CHECK OR CHECK SIZED DOCUMENTS				
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
	PLACED ON 16MM FILM WITH CARTRIDGE				
0091	06/30/2004	EA	915-68	0.50914	
	DRAWINGS, ENGINEERING: SIZES A TO E				
	FOB:		SHIP POINT		
FREIGHT TERMS: PREPAY/CHG BACK					
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>					
					TOTAL

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ALL STATE AGENCIES
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12/30/2004		NET 30		550633886	VAR
SHIP VIA		F.O.B.		FREIGHT TERMS	ACCOUNT NUMBER
BEST WAY		DESTINATION		PREPAID	- -VAR
LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT
	DELIVERY DATE	CAT. NO.	ITEM NUMBER		
0092	PLACED ON 35MM FILM	EA		0.60878	
	06/30/2004		915-68		
	DRAWINGS, ENGINEERING: SIZES A TO E				
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
	PLACED ON 35MM FILM IN MICROFILM JACKETS (MICROFICHE)				
0093		EA		0.61336	
	06/30/2004		915-68		
	DRAWINGS, ENGINEERING: SIZES A TO E				
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
	PLACED ON 35MM FILM IN APERTURE CARD				
0094		EA		0.30429	
	06/30/2004		915-68		
	DUPLICATION SERVICES, 16MM JACKETS, PER JACKET				
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>					
					TOTAL

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ALL STATE AGENCIES AND POLITICAL SUBDIVISIONS VARIOUS LOCALES AS INDICATED BY ORDER
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DATE PRINTED		TERMS OF SALE		FEIN/SSN	FUND
12/30/2004		NET 30		550633886	VAR
SHIP VIA		F.O.B.	FREIGHT TERMS		ACCOUNT NUMBER
BEST WAY		DESTINATION	PREPAID		- -VAR
LINE	QUANTITY DELIVERY DATE	UOP CAT.NO.	VENDOR/ITEM NO. ITEM NUMBER	UNIT PRICE	AMOUNT
0095	FOB: FREIGHT TERMS: 06/30/2004 DUPLICATION SERVICES, 35MM FILM JACKETS, PER JACKET	EA	SHIP POINT PREPAY/CHG BACK 915-68	0.30429	
0096	FOB: FREIGHT TERMS: 06/30/2004 DUPLICATION SERVICES, 16MM ROLLS, PER ROLL	EA	SHIP POINT PREPAY/CHG BACK 915-68	14.97000	
0097	FOB: FREIGHT TERMS: 06/30/2004 DOCUMENT PREPARATION/PER HOUR	EA	SHIP POINT PREPAY/CHG BACK 915-68	7.93000	
	FOB:		SHIP POINT		
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>					TOTAL

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12/30/2004		NET 30		550633886		VAR		
SHIP VIA		F.O.B		FREIGHT TERMS		ACCOUNT NUMBER		
BEST WAY		DESTINATION		PREPAID		- -VAR		
LINE	QUANTITY	UQP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT		
	DELIVERY DATE	CAT.NO.	ITEM NUMBER					
0098	FREIGHT TERMS:		PREPAY/CHG BACK			7.93000		
	PREPARE DOCUMENTS FOR FILMING.							
	EA							
	06/30/2004	915-68						
	DOCUMENT PREPARATION: INDEXING/PER HOUR							
	FOB:		SHIP POINT					
	FREIGHT TERMS:		PREPAY/CHG BACK					
0099	EA					0.60778		
	06/30/2004	915-68						
	DOCUMENT PREP: TRANSPORTATION OF DOCUMENTS/PER MILE							
	FOB:		SHIP POINT					
	FREIGHT TERMS:		PREPAY/CHG BACK					
	SPECIAL CONDITIONS FOR MICROFILM SERVICES:							
	GENERAL:							
	VENDOR SHALL BE CONTACTED AT LEAST 30 DAYS IN ADVANCE							
	OF FILMING TO ASSURE THAT CORRECT FORMATTING,							
	REDUCTION, RETRIEVAL SYSTEMS, DOCUMENT PREPARATION,							
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>								
							TOTAL	

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12/30/2004		NET 30		550633886	VAR
SHIP VIA		F.O.B.		FREIGHT TERMS	ACCOUNT NUMBER
BEST WAY		DESTINATION		PREPAID	- -VAR
LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT
	DELIVERY DATE	CAT.NO.	ITEM NUMBER		
	INDEXING AND OTHER REQUIREMENTS ARE CLEAR BETWEEN THE VENDOR AND AGENCY. FILMING INCLUDES: 1. FILMING DOCUMENTS IN THE ORDER IN WHICH VENDOR RECEIVES THEM. 2. ALL SUPPLIES INCIDENTAL TO FILMING AND PROCESSING 3. ALL SUPPLIES INCIDENTAL TO INDEXING 4. FILMING THE DOCUMENT. 5. VERIFYING THE DOCUMENT AS READABLE. 6. ALL LABOR INCIDENTAL TO FILMING AND PROCESSING. SECURITY AND RETRIEVABILITY OF RECORDS: VENDOR SHALL BE RESPONSIBLE FOR GUARDING AGAINST LOSS AND THEFT OF ALL RECORDS WHILE IN POSSESSION. LABELING: VENDOR SHALL LABEL EACH COMPLETED INDIVIDUAL MICROFICHE OR ROLL OF FILM IN A SELF-EXPLANATORY MANNER REGARDING ITS CONTENTS. LABELS MUST BE EYE READABLE. EACH COMPLETED INDIVIDUAL MICROFICHE OR ROLL OF FILM ALSO SHALL BE LABELED AS PER INSTRUCTIONS OF AGENCY AT TIME OF ORDERS. LABELING IS LIMITED TO 60 SPACES PER JACKET AND 90 SPACES PER ROLL.				

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

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12/30/2004		NET 30		550633886		VAR	
SHIP VIA		F.O.B.		FREIGHT TERMS		ACCOUNT NUMBER	
BEST WAY		DESTINATION		PREPAID		- -VAR	
LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
<p>INDEXING: PRICE QUOTED INCLUDES LIST OF FILE NAMES AND INFORMATION NECESSARY FOR RETRIEVAL OF DOCUMENTS.</p> <p>ALL DOCUMENTS WILL BE RETURNED TO AGENCY AS THEY COME FROM CAMERA. DOCUMENT PREPARATION HOURLY RATE DOES NOT INCLUDE RESTAPLING, RECLIPPING OR REFOLDING.</p> <p>REORGANIZING SEQUENCE OF DOCUMENTS AND PURGING RECORDS SERVICES ARE AVAILABLE AT THE HOURLY RATE QUOTED, BUT NOT TYPICALLY REQUIRED.</p> <p>SPECIFICATIONS: GENERAL: THE VENDOR SHALL ASSURE THAT A HIGH QUALITY MICRO- FILMING PRODUCT IS PRODUCED MEETING ALL FEDERAL GOVERNMENT AND INDUSTRY STANDARDS AS APPLICABLE. THE RESULTS SHALL BE OBTAINED IN A MANNER MEETING THE RECOMMENDED REQUIREMENTS OF THE AMERICAN NATIONAL STANDARD INSTITUTE (ANSI) FOR PERMANENT MICRO- PHOTOGRAPHICS REPRODUCTIONS.</p> <p>FILM REQUIREMENTS:</p>							
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SHIP VIA		F.O.B.		FREIGHT TERMS		ACCOUNT NUMBER	
BEST WAY		DESTINATION		PREPAID		- -VAR	
LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
THE FILM SHALL BE OF ARCHIVAL RECORDS, SILVER-GELATIN TYPE, ON POLYESTER OR CELLULOSE ESTER BASE.							
RESIDUAL THIOSULFATE ON THE FILM SHALL BE MEASURED USING THE METHYLENE BLUE METHOD AND PERFORMED ACCORDING TO THE AMERICAN STANDARD FOR METHYLENE BLUE METHOD OF MEASURING RESIDUAL CHEMICALS IN PLATES, FILMS AND PAPERS AS DESCRIBED IN ANSI/ AIMM PH4, 8/1978. THE RESULTS SHALL HAVE A MAXIMUM OF 0.7 MICROGRAM PER CENTIMETER SQUARED OF THIOSULFATE ION.							
ALL SOURCE DOCUMENTS FILMED MUST HAVE A DENSITY RANGE BETWEEN 0.9 AND 1.3 WITH A + OR - .1 TOLERANCE FACTOR FOR NEGATIVE FILM. (NEGATIVE FILM IS WHITE LETTERS ON A BLACK BACKGROUND.							
RESOLUTION REQUIREMENTS: RESOLUTION SHALL BE OBTAINED BY VIEWING APPROPRIATE RESOLUTION TEST CHARTS.							
ACCEPTABLE REDUCTIONS SHALL BE DETERMINED FROM THE LIST BELOW ON AN INDIVIDUAL BASIS BY THE AGENCY AS NEEDED.							
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SHIP VIA		F.O.B.		FREIGHT TERMS		ACCOUNT NUMBER	
QUANTITY		UQP		VENDOR ITEM NO.		UNIT PRICE	
DELIVERY DATE		CAT.NO.		ITEM NUMBER		AMOUNT	
12/30/2004		NET 30		550633886		VAR	
BEST WAY		DESTINATION		PREPAID		- - VAR	
PLANETARY - 16MM FILM: 32X, 150 LINES/MM 29X, 140 LINES/MM 27X, 135 LINES/MM 25X, 130 LINES/MM 21X, 125 LINES/MM PLANETARY - 16MM FILM: 16X, 100 LINES MM 24X, 108 LINES/MM 30X, 144 LINES/MM ROTARY: 44X, 125 LINES/MM 24X, 70 LINES/MM INSPECTION: INSPECTION SHALL BE PERFORMED VIA A VISUAL SCAN TO DETECT ANY PHYSICAL OR PHOTOGRAPHIC DEFECTS. THIS INSPECTION SHALL BE IN ACCORDANCE WITH AIIM SPECIFICATIONS DESCRIBED IN MS23. IF DOCUMENT MARK (BLIP) INDEXING IS REQUIRED, THE COMPLETED FILM SHALL BE CHECKED ON A RETRIEVAL UNIT TO							
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>						TOTAL	

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SHIP VIA		F.O.B.		FREIGHT TERMS		ACCOUNT NUMBER	
BEST WAY		DESTINATION		PREPAID		- -VAR	
LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT NO.	ITEM NUMBER				
	INSURE THAT BLIP LOCATIONS AND/OR SIZE ARE CORRECT.						
	TRANSPORTATION OF DOCUMENTS: VENDOR SHALL BE RESPONSIBLE FOR PICK-UP AND DELIVERY AS PER RATES QUOTED; HOWEVER, ARRANGEMENTS MAY BE MADE FOR AGENCY TO PICK-UP AND DELIVER AT THE VENDOR'S DISCRETION.						
	FIRST CLASS MAIL PRESORT: LINE ITEMS 100 - 106 COVER THIS SERVICE.						
	PRESORT US MIAL - ORDER/PAYMENT INFORMATION						
	THIS SERVICE IS ORDERED THROUGH WVARF. TO PLACE AN ORDER, CALL KEN KENNEDY AT 304-766-4894, OR FAX TO 304-766-4607.						
	SERVICES WILL BE INVOICED BY AND PAYMENT MADE TO WVARF.						
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>						TOTAL	

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BEST WAY		DESTINATION	PREPAID		- - VAR
LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT
	DELIVERY DATE	CAT. NO.	ITEM NUMBER		
0100	06/30/2004	EA	915-28-01-001	0.02491	
	FIRST CLASS LETTERS				
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
	DELIVER TO USPS METERED AND/OR PERMIT MAIL METERED RATE IS USPS PUBLISHED 3 DIGIT AUTOMATED RATE.				
0101	06/30/2004	EA	915-28-01-001	0.02491	
	STANDARD CLASS LETTERS - BAR CODE, SORT				
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
	DELIVER TO USPS MLOCR-COMPATIBLE METERED AND/OR PERMIT MAIL.				
0102	06/30/2004	EA	915-28-01-001	0.04484	
	STANDARD MAIL A - HAND SORT AND DELIVER TO USPS				
FOB: SHIP POINT					
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>					
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ALL STATE AGENCIES AND POLITICAL SUBDIVISIONS VARIOUS LOCALES AS INDICATED BY ORDER
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ALL STATE AGENCIES AND POLITICAL SUBDIVISIONS VARIOUS LOCALES AS INDICATED BY ORDER
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DATE PRINTED		TERMS OF SALE		FEIN/SSN	FUND
12/30/2004		NET 30		550633886	VAR
SHIP VIA		F.O.B		FREIGHT TERMS	ACCOUNT NUMBER
BEST WAY		DESTINATION		PREPAID	- -VAR
LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT
	DELIVERY DATE	CAT. NO.	ITEM NUMBER		
0103	FREIGHT TERMS: METERED AND/OR PERMIT MAIL	EA	PREPAY/CHG BACK	0.05978	
	06/30/2004		915-28-01-001		
	STANDARD MAIL B - HAND SORT AND DELIVER TO USPS				
	FOB:		SHIP POINT		
0104	FREIGHT TERMS: METERED AND/OR PERMIT MAIL	EA	PREPAY/CHG BACK	12.97000	
	06/30/2004		915-28-01-001		
	HOURLY LABOR - PICK UP AND DELIVERY FOR FIRST CLASS				
	FOB:		SHIP POINT		
	FREIGHT TERMS: MAIL OUTSIDE OF NORMAL HOURS AND PICKUP OF STANDARD MAIL OUTSIDE OF CAPITOL COMPLEX.		PREPAY/CHG BACK		

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LINE	QUANTITY DELIVERY DATE	UOP CAT.NO.	VENDOR ITEM NO. ITEM NUMBER	UNIT PRICE	AMOUNT
0105	06/30/2004 HAND WORK SUCH AS	EA	915-28-01-001 LABEL, STAMP, FOLD, INSERT	0.02690	
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
	SEAL, WEIGH, TAB, STAPLE, SEPARATE		AND/OR METER		
0106	06/30/2004 7% SURCHARGE ON MAIL REC. W/INSUFFICIENT POSTAGE	EA	915-28-01-001	0.00000	
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
	WHEN MAIL DOES NOT MEET THE 3 DIGIT SORT RATE				
	AND REQUIRES ADDITIONAL POSTAGE, 7% SURCHARGE				
	WILL BE ADDED TO THE ADDITIONAL POSTAGE REQUIRED				
	FOR THE CORRECT POSTAL RATE.				
	A CHARGE FOR THE HAND WORK WILL ALSO APPLY TO MAIL				
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>					TOTAL

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LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
THAT REQUIRES THIS ADDITIONAL POSTAGE, USING THE RATE IN LINE ITEM 105.							
IN THOSE INSTANCES WHERE PEAK DAILY VOLUME EXCEEDS THE CAPACITY OF THE MLOC (MAIL OPTICAL CHARACTER READER), THE VENDOR WILL HAND SORT THE MAIL AT THE CURRENT USPS "POSTED UP-GRADABLE RATE". IN THE CASE OF FACTORS OUT OF THE CONTROL OF THE VENDOR, SUCH AS POWER OUTAGES, THE VENDOR WILL CONTACT THE AGENCY AND ALLOW THE AGENCY TO DETERMINE IF IT IS PERMISSIBLE FOR THE MAIL TO BE HAND-SORTED AT THE HIGHER "POSTED UP-GRADABLE RATE", OR IF THE AGENCY PREFERS TO HAVE THE MAIL PROCESSED THE NEXT BUSINESS DAY.							
IN THE CASE OF EQUIPMENT FAILURE, THE VENDOR WILL REDUCE THE HAND-SORT FEE BY 50% (HAND-SORT FEE DEFINED TO BE THE DIFFERENCE BETWEEN THE METERED RATE AND THE NON-AUTOMATED RATE). 50% OF THE ADDITIONAL POSTAGE WILL ALSO BE BORNE BY THE VENDOR IN THOSE CASES OF EQUIPMENT MALFUNCTIONS.							
SERVICE REQUIREMENTS:							
THE VENDOR WILL PICK UP MAIL AT THE AGENCY'S							
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>						TOTAL	

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LINE	QUANTITY	UQP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT NO.	ITEM NUMBER				
	SITE DAILY, EXCLUDING STATE HOLIDAYS AND WEEK-ENDS. THE PICKUPS ARE CONFINED TO A FIVE-MILE RADIUS AREA WITH THE CENTER BEING THE CAPITOL COMPLEX AND WILL BE MADE THROUGHOUT THE DAY STARTING NO EARLIER THAN 7:30 A.M. WITH THE LAST PICK UP NO EARLIER THAN 3:45 P.M. THE VENDOR AND THE AGENCY MAY DEVELOP A SPECIFIC PICK-UP SCHEDULE WITHIN THESE TIME CONSTRAINTS THAT MEETS THE NEEDS OF THE AGENCY. AGENCY PICK UPS OUTSIDE OF THE CONTRACTED AREA WILL BE AT THE HOURLY LABOR RATE.						
	THE VENDOR WILL BE RESPONSIBLE FOR ENSURING ALL MAIL PROCESSED AT THEIR LOCATION IS DELIVERED AND ACCEPTED AT THE UNITED STATES POSTAL SERVICES'S (USPS) DESIGNATED LOCATION ON THE POSTED OR REQUIRED DATE. THIS IS A CRITICAL REQUIREMENT BECAUSE OF TIME SENSITIVE MAIL THAT IS INVOLVED. MANY OF THE DAILY JOBS AND THE MAJORITY OF THE MONTH-END PROCESSING JOBS ARE REQUIRED BY FEDERAL LAW TO BE MAILED ON THE STATED DATE(S). FAILURE TO MEET THE DEADLINES COULD RESULT IN DENIED FEDERAL FUNDS TO THE STATE AND THE VENDOR MAY BE CONSIDERED TO BE IN DEFAULT AND THE CONTRACT MAY BE CANCELLED WITHOUT PENALTY TO THE STATE.						
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LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
	THE VENDOR WILL BE REQUIRED TO CO-MINGLE PERMIT AND METERED MAIL.						
	THE VENDOR IS TO PROVIDE THE PURCHASING DIVISION WITH A COPY OF THE WRITTEN NOTICE FROM THE USPS CERTIFYING THE VENDOR IS USING SOFTWARE THAT IS CASS/PAVE-CERTIFIED.						
	THE VENDOR IS TO PROVIDE A COPY OF THE WRITTEN NOTICE FROM THE USPS CERTIFYING THEIR BAR CODING EQUIPMENT PRODUCES BAR CODES THAT MEET THE USPS SPECIFICATIONS FOR AUTOMATION DISCOUNTED RATES.						
	DURING THE TERM OF THE CONTRACT, THE VENDOR MUST PROVIDE COPIES EACH TIME RECERTIFICATION FOR CASS/PAVE OR BAR CODING IS REQUIRED BY THE USPS. IN ADDITION, IF NEW CERTIFICATION REQUIREMENTS, ETC. ARE REQUIRED BY THE USPS IN ORDER FOR THE VENDOR TO SATISFY THE TERMS AND CONDITIONS OF THIS CONTRACT, THE VENDOR MUST PROVIDE WRITTEN NOTICE OF PASSING SUCH CERTIFICATION. IF AT ANY TIME DURING THE CONTRACT, THE VENDOR FAILS TO MEET ANY OF THE CERTIFICATION REQUIREMENTS, THE VENDOR WILL BE CONSIDERED IN DEFAULT AND THE CONTRACT MAY BE CANCELLED WITHOUT PENALTY TO THE STATE.						
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	DELIVERY DATE	CAT NO.	ITEM NUMBER				
<p>THE VENDOR WILL PROVIDE TO AGENCIES PERIODICALLY TRAINING FREE OF CHARGE IN PREPARING MAIL FOR PRESORT. AS THE VENDOR RECOGNIZES OPPORTUNITIES TO SORT AND PROCESS MAIL AT A MORE ECONOMICAL RATE, THE VENDOR WILL POINT OUT THESE OPPORTUNITIES TO THE AGENCIES. THE VENDOR MUST NOTIFY THE DIRECTOR OF PURCHASING, IN WRITING, THIRTY (30) DAYS IN ADVANCE FOR ANY OF THE SERVICES THAT WILL NO LONGER BE PROVIDED.</p> <p>PRICE ADJUSTMENTS (UPWARD AND DOWNWARD) WILL BE ALLOWED AFTER ONE YEAR TO ACCOMMODATE FOR ANY "PASS THROUGH" COST CHANGES IMPOSED BY THE USPS OR FEDERAL/STATE GOVERNMENTS (I.E., HOURLY WAGE, ETC.). THESE PRICE ADJUSTMENTS ARE TO BE BASED ON ACTUAL DOLLAR FIGURE, NOT A PERCENTAGE, UNLESS THE "PASS THROUGH" COST IS MEASURED BY PERCENTAGES, (I.E., TAX BASE). THE VENDOR IS TO NOTIFY THE PURCHASING DIVISION OF SUCH A PRICE INCREASE AT LEAST SIXTY (60) DAYS PRIOR TO THE INCREASE OR AS SOON AS POSSIBLE AFTER THE VENDOR IS NOTIFIED OF SAID CHANGE.</p> <p>IN THE CASE OF MAIL FROM AN AGENCY THAT IS NOT READABLE BY SIMPLY NOT MEETING USPS STANDARDS OR</p>							
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	MAIL THAT REQUIRES EXTRA PREPARATION TIME JUST TO INSERT IT INTO THE MACHINE, THE VENDOR WILL CONTACT THE AGENCY AND QUOTE HOURLY RATE CHARGE TO HANDLE MAIL. THE VENDOR'S ACCEPTANCE OF "SUBSTANDARD" MAIL DOES NOT CONSTITUTE AN AGREEMENT TO CONTINUE PROCESSING SUCH MAIL. THE VENDOR MAY REFUSE TO ACCEPT SUBSTANDARD MAIL UNTIL IT MEETS MINIMUM STANDARDS.						
	PERSONNEL:						
	THE VENDOR WILL DESIGNATE SOMEONE TO SERVE AS PRIMARY CONTACT PERSON TO EACH USER. THIS PERSON(S) WILL BE THE SOLE POINT OF CONTACT FOR ALL PROBLEMS (WORKLOAD, SCHEDULING, INVOICING) FOR THAT USER.						
	ALL VENDOR EMPLOYEES MUST HAVE A SIGNED "STATEMENT OF CONFIDENTIALITY" OR EQUAL FORM ON FILE. THE VENDOR'S EMPLOYEE BONDING REQUIREMENTS ARE ONE (1) MILLION DOLLARS FOR EACH EMPLOYEE.						
	SECURITY:						
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<p>IF REQUESTED BY THE STATE, BACKGROUND CHECKS SHALL BE REQUIRED FOR EMPLOYEES.</p> <p>ALL MAIL MUST BE KEPT IN A SECURED LOCATION PRIOR TO AND AFTER PROCESSING. THE MAIL PROCESSED INCLUDES SUCH SENSITIVE DOCUMENTS AS CHECKS, VEHICLE TITLES, ETC. IF, AT ANY TIME DURING THE CONTRACT, THERE IS REASON TO SUSPECT IMPROPER HANDLING OF THIS MAIL BY THE VENDOR, THE PURCHASING DIVISION RESERVES THE RIGHT TO: (1) CANCEL THE CONTRACT; OR (2) INITIATE AN INVESTIGATION FOR WHICH THE VENDOR WILL BE RESPONSIBLE FOR ALL EXPENSES INCURRED AS A RESULT OF SAID INVESTIGATION.</p> <p>THE CENTRAL MAIL OFFICE RESERVES THE RIGHT TO INSPECT THE VENDOR'S FACILITY DURING NORMAL OPERATING HOURS WITHOUT PRIOR NOTICE.</p> <p>BILLING OF SERVICES:</p> <p>ALL MAIL SUBMITTED BY EACH AGENCY WILL BE ACCOMPANIED BY A WORKSHEET TOTALING THE DAY'S WORKLOAD. EACH AGENCY WILL HAVE A DESIGNATED ACCOUNT NUMBER(S) THAT HAS BEEN ASSIGNED BY THE STATE'S CENTRAL MAIL OFFICE.</p>							
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<p>AGENCIES MAY BE BILLED ONE (1) INVOICE WHICH MAY CONTAIN MULTIPLE ACCOUNT NUMBERS. THE INVOICING BACK-UP IDENTIFIED BELOW WILL SEGREGATE THE INVOICE CHARGES BY ACCOUNT. NOTE: IF AN AGENCY DOES NOT HAVE AN ACCOUNT NUMBER, THE CENTRAL MAIL OFFICE WILL ASSIGN ONE.</p> <p>THE VENDOR SHALL INVOICE EACH AGENCY MONTHLY FOR THE PREVIOUS MONTH'S SERVICE. THE INVOICE SHOULD BE RECEIVED BY THE AGENCY NO LATER THAN THIRTY (30) DAYS FROM THE END OF THE PREVIOUS MONTH.</p> <p>THE BACKUP INFORMATION REQUIRED FOR THE WEEKLY INVOICING WILL BE:</p> <ul style="list-style-type: none">- A COPY OF EACH DAY'S WORKSHEET AS PROVIDED TO THE AGENCY. A WORKSHEET MAY CONTAIN MORE THAN ONE DESIGNATED ACCOUNT NUMBER. THE FORMAT OF THE WORKSHEET MAY DIFFER FOR EACH AGENCY WITH THE VENDOR'S APPROVAL.- AN ACCOUNTING REPORT, BY ACCOUNT NUMBER, FOR EACH MAILING WHICH IS TO INCLUDE, BUT IS NOT LIMITED TO, THE FOLLOWING: DAILY DOCUMENTATION OF AUTOMATION							
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READ RATE; A DETAILED ACCOUNT OF ANY ADDED POSTAGE.							
- WHEN APPLICABLE, A COPY OF ALL PAPERWORK SUBMITTED BY THE VENDOR TO THE USPS ON BEHALF OF THE AGENCY.							
LIQUID HAND SOAPS: LINE ITEMS 107 THROUGH 120- COVER HAND SOAPS AND DISPENSERS. PRICES FOR THESE LIQUID HAND SOAPS INCLUDE ALL DELIVERY COSTS.							
SOAP - ORDER/PAYMENT INFORMATION							
THESE PRODUCTS ARE ORDERED THROUGH WVARF. TO PLACE AN ORDER, CALL JOYCE WYSONG AT 304-766-4894, FAX 766-4607.							
PRODUCTS WILL BE INVOICED BY AND PAYMENT MADE TO							
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Purchasing Division
2019 Washington Street East
Post Office Box 50130
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Purchase Order

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VENDOR	*709052549 304-766-4894 WV ASSOC OF REHAB FACILITIES PO BOX 745 INSTITUTE WV 25112 25112 25112
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SHIP TO	ALL STATE AGENCIES AND POLITICAL SUBDIVISIONS VARIOUS LOCALES AS INDICATED BY ORDER
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DATE PRINTED		TERMS OF SALE		FEIN/SSN	FUND
12/30/2004		NET 30		550633886	VAR
SHIP VIA		F.O.B.		FREIGHT TERMS	ACCOUNT NUMBER
BEST WAY		DESTINATION		PREPAID	- -VAR
LINE	QUANTITY DELIVERY DATE	UOP CAT.NO.	VENDOR ITEM NO. ITEM NUMBER	UNIT PRICE	AMOUNT
0107	WVARF. PRICES FOR THESE LIQUID HAND SOAPS INCLUDE ALL DELIVERY COSTS. 06/30/2004 HAND SOAP, ANTIMICROBIAL, 800 ML SIZE POUCH	CS	485-86	62.43000	
0108	PACKAGING: 12/800 ML POUCHES PER CASE ANTIMICROBIAL LOTION SOAP FOR LIGHT SOILS; IDEAL IN WASHROOM APPLICATIONS. 06/30/2004 HAND SOAP, ANTIMICROBIAL, GALLON SIZE	CS	485-86	51.61000	
0109	PACKAGING: 4 GALLON/PER CASE ANTIMICROBIAL LOTION SOAP FOR LIGHT SOILS; IDEAL IN WASHROOM APPLICATIONS. 06/30/2004 HAND SOAP, LOTION, 800 ML SIZE POUCH	CS	485-86	53.95000	
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>					TOTAL

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BEST WAY		DESTINATION		PREPAID	- -VAR
LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT
	DELIVERY DATE	CAT. NO.	ITEM NUMBER		
0110	PACKAGING: 12/800 ML POUCHES PER CASE ALL PURPOSE HAND CLEANER WITH LIGHT FLORAL FRAGRANCE; GENEROUS LATHER WORKS TO DEEP CLEAN AND REMOVE SOILS.	CS		42.65000	
	06/30/2004 HAND SOAP, LOTION, GALLON SIZE		485-86		
0111	PACKAGING: 4/1-GALLON PER CASE RICH PINK LOTION SOAP WITH LIGHT FLORAL FRAGRANCE. GENEROUS LATHER WORKS TO DEEP CLEAN AND REMOVE SOILS.	CS		62.34000	
	06/30/2004 BODY SHAMPOO, 800 ML SIZE POUCH		485-86		
	PACKAGING: 12/800 ML POUCHES PER CASE BODY SHAMPOO - HIGH LATHERING FORMULA RINSES CLEAN; ECONOMICAL ONE LOTION SOAP FOR TOTAL BATHING AND HAIR SHAMPOOING. GENTLY CLEANS BOTH SOAP AND HAIR. ABUNDANT LATHER IN HARD AND SOFT WATER; PLEASANT FRAGRANCE.				
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BEST WAY		DESTINATION	PREPAID		- -VAR
LINE	QUANTITY DELIVERY DATE	UOP CAT.NO.	VENDOR ITEM NO. ITEM NUMBER	UNIT PRICE	AMOUNT
0112	06/30/2004 BODY SHAMPOO, GALLON SIZE	CS	485-86	58.45000	
	PACKAGING: 4/1 GALLONS PER CASE BODY SHAMPOO - HIGH LATHERING FORMULA RINSES CLEAN; ECONOMICAL ONE LOTION SOAP FOR TOTAL BATHING AND HAIR SHAMPOOING. GENTLY CLEANS BOTH SOAP AND HAIR. ABUNDANT LATHER IN HARD AND SOFT WATER; PLEASANT FRAGRANCE.				
0113	06/30/2004 SOAP, ORANGE WATERLESS, GALLON SIZE	CS	485-86	51.63000	
	PACKAGING: 4/1-GALLON PER CASE REMOVES GREASE, TAR AND OIL; CONTAINS OIL, ALOE AND LANOLIN. FAST CLEANING; FRESH CITRUS SCENT. BOTTLE PUMP INCLUDED.				
0114	06/30/2004 SANITIZER, MOISTURIZING INSTANT, 800 ML POUCH	CS	485-86	90.05000	
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LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT
	DELIVERY DATE	CAT. NO.	ITEM NUMBER		
0115	06/30/2004	CS	485-86	53.88000	
PACKAGING: 12/800 ML POUCHES PER CASE CONTAINS MOISTURIZERS AND VITAMIN E. KILLS 99.9% OF GERMS WITHOUT WATER OR TOWELS, IN AS LITTLE AS 15 SECONDS. LEAVES HANDS REFRESHED, WITHOUT STICKINESS OR RESIDUE. HYPOALLERGENIC; DETMATOLOGIST TESTED; NON-TOXIC.					
SANITIZER, MOISTURIZING INSTANT, 4 OUNCE BOTTLES					
0116	06/30/2004	CS	485-86	78.10000	
PACKAGING: 24/4 OUNCE BOTTLES PER CASE CONTAINS MOISTURIZERS AND VITAMIN E. KILLS 99.9% OF GERMS WITHOUT WATER OR TOWELS, IN AS LITTLE AS 15 SECONDS. LEAVES HANDS REFRESHED, WITHOUT STICKINESS OR RESIDUE. HYPOALLERGENIC; DETMATOLOGIST TESTED; NON-TOXIC.					
FAST WIPES IN TUB, 130 COUNT					
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>					TOTAL

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BEST WAY		DESTINATION		PREPAID		- -VAR	
LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT.NO.	ITEM NUMBER				
0117	PACKAGING: 130 WIPES IN EACH TUB; 4 TUBS/CASE SCRUBS GREASE AND GRIME WITH GOJO CLEANING POWER. FAST WIPES ARE HIGH STRENGTH, DISPOSABLE HAND CLEANING TOWELS. EACH TOWEL IS IMPREGNATED WITH A SPECIAL HEAVY-DUTY CLEANING FORMULA. QUICKLY AND SAFELY REMOVES SOILS WITHOUT IRRITATION. NO WATER NEEDED.	EA	485-86		11.82000		
	06/30/2004						
	DISPENSER/WALL MOUNTED/ DISPENSES 800 ML POUCHES						
0118	PACKAGING: 1 DISPENSER/CASE WALL MOUNTED UNIT TO DISPENSE 800 ML POUCHES OF PRODUCT.	EA	485-86		8.06000		
	06/30/2004						
	GALLON BOTTLE PUMP						
	PACKAGING: 1 PUMP/CASE FITS ONE GALLON BOTTLES OF PRODUCT.						
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LINE	QUANTITY	UOP	VENDOR ITEM NO		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT NO.	ITEM NUMBER				
0119	06/30/2004	CS	485-86		58.80000		
	PRESSPAK, PINK LOTION SOAP, 800 ML SIZE POUCH						
	PACKAGING: 12/800 ML POUCHES PER CASE						
	LOTION SOAP WITH SPECIAL MOISTURIZERS.						
0120	06/30/2004	EA	485-86		11.56000		
	PRESSPAK DISPENSER						
	PACKAGING: 1 DISPENSER/CASE						
	WALL MOUNTED UNIT TO DISPENSE 800 ML PRESSPAK POUCHES.						
SURVEY STAKES:							
LINE ITEMS 121 THROUGH 137 COVER SURVEY STAKES, HUBS, & LATHE STRIPS, MADE FROM HARDWOODS WITH A WEDGE POINT. THEY ARE BUNDLED IN GROUPS OF 25. WOOD IS STRAIGHT GRAINED, SEASONED, FREE FROM INJURIES, ROT							
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LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT.NO.	ITEM NUMBER				
AND WANE. DELIVERED SECURELY TIED WITH POLY OR METAL BINDING. THE NEAREST PARTICIPATING PROGRAM WILL DELIVER FOR \$1.50 PER MILE, OR CUSTOMERS MAY PICK UP THE BUNDLES.							
SURVEY STAKES - ORDER/PAYMENT INFORMATION							
THESE PRODUCTS ARE ORDERED THROUGH WVARF. TO PLACE AN ORDER, CALL KEN KENNEDY AT 304-766-4894; OR FAX 304-766-4607.							
PRODUCTS WILL BE INVOICED BY AND PAYMENT MADE TO WVARF.							
DELIVERY TERMS: DELIVERY OF PRODUCT WITHIN 30 DAYS AFTER RECEIPT OF ORDER.							
0121	BD				7.60000		
	06/30/2004		540-90				
STAKES - 3/4" X 1 1/4" X 12" STAKES/25 PER BUNDLE							
FOB:			SHIP POINT				
FREIGHT TERMS:			PREPAY/CHG BACK				
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BEST WAY		DESTINATION		PREPAID	- - VAR
LINE	QUANTITY DELIVERY DATE	UOP CAT.NO.	VENDOR ITEM NO. ITEM NUMBER	UNIT PRICE	AMOUNT
0122	06/30/2004 STAKES - 3/4 X 1 3/4" X 12" / 25 PER BUNDLE	BD	540-90	7.79000	
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
0123	06/30/2004 STAKES - 3/4" X 1 1/4" X 18" - 25 PER BUNDLE	BD	540-90	10.37000	
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
0124	06/30/2004 STAKES - 3/4" X 1 3/4" X 18" - 25 PER BUNDLE	BD	540-90	10.57000	
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
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LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT.NO.	ITEM NUMBER				
0125		BD			12.02000		
	06/30/2004		540-90				
	STAKES - 3/4" X 1 1/4" X 30" - 25 PER BUNDLE						
	FOB:		SHIP POINT				
	FREIGHT TERMS:		PREPAY/CHG BACK				
0126		BD			12.23000		
	06/30/2004		540-90				
	STAKES - 3/4" X 1 3/4" X 30" - 25 PER BUNDLE						
	FOB:		SHIP POINT				
	FREIGHT TERMS:		PREPAY/CHG BACK				
0127		BD			15.33000		
	06/30/2004		540-90				
	STAKES - 3/4" X 1 1/4" X 36" - 25 PER BUNDLE						
	FOB:		SHIP POINT				
	FREIGHT TERMS:		PREPAY/CHG BACK				
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LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT.NO.	ITEM NUMBER				
0128		BD			15.53000		
	06/30/2004		540-90				
	STAKES - 3/4" X 1 3/4" X 36" - 25 PER BUNDLE						
	FOB:		SHIP POINT				
	FREIGHT TERMS:		PREPAY/CHG BACK				
0129		BD			17.44000		
	06/30/2004		540-90				
	STAKES - 3/4" X 1 1/4" X 48" - 25 PER BUNDLE						
	FOB:		SHIP POINT				
	FREIGHT TERMS:		PREPAY/CHG BACK				
0130		BD			17.65000		
	06/30/2004		540-90				
	STAKES - 3/4" X 1 3/4" X 48" - 25 PER BUNDLE						
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BEST WAY		DESTINATION		PREPAID	- -VAR
LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT
	DELIVERY DATE	CAT.NO.	ITEM NUMBER		
0131	06/30/2004	BD	540-90	8.40000	
	HUBS - 1 1/2" X 1 1/2" X 12" - 25 PER BUNDLE				
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
0132	06/30/2004	BD	540-90	8.73000	
	HUBS - 2" X 2" X 12" - 25 PER BUNDLE				
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
0133	06/30/2004	BD	540-90	10.54000	
	HUBS - 2" X 2" X 18" - 25 PER BUNDLE				
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>					
					TOTAL

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SEE REVERSE SIDE FOR
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INVOICE TO	ALL STATE AGENCIES AND POLITICAL SUBDIVISIONS VARIOUS LOCALES AS INDICATED BY ORDER
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VENDOR	*709052549 304-766-4894 WV ASSOC OF REHAB FACILITIES PO BOX 745 INSTITUTE WV 25112 25112 25112
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SHIP TO	ALL STATE AGENCIES AND POLITICAL SUBDIVISIONS VARIOUS LOCALES AS INDICATED BY ORDER
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DATE PRINTED		TERMS OF SALE		FEIN/SSN	FUND
12/30/2004		NET 30		550633886	VAR
SHIP VIA		F.O.B.		FREIGHT TERMS	ACCOUNT NUMBER
BEST WAY		DESTINATION		PREPAID	- - VAR
LINE	QUANTITY DELIVERY DATE	UOP CAT NO	VENDOR ITEM NO. ITEM NUMBER	UNIT PRICE	AMOUNT
0134	06/30/2004 HUBS - 1 3/4" X 1 3/4" X 16" - 25 PER BUNDLE	BD	540-90	11.25000	
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
0135	06/30/2004 LATHE STRIPS - 1/4" X 1 1/2" X 48" - 25 PER BUNDLE	BD	540-90	8.89000	
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
0136	06/30/2004 WIRE STAFF MARKING	EA	540-90	0.08967	
	30" HIGH - 4" X 5"		FLAGS		
	FOB:		SHIP POINT		
	FREIGHT TERMS:		PREPAY/CHG BACK		
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					TOTAL

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BY ORDER

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ALL STATE AGENCIES
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DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
12/30/2004		NET 30		550633886		VAR	
SHIP VIA		F.O.B		FREIGHT TERMS		ACCOUNT NUMBER	
BEST WAY		DESTINATION		PREPAID		- -VAR	
LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT.NO.	ITEM NUMBER				
0137	13 GAUGE WIRE, FLAGS AVAILABLE IN RED, BLUE OR YELLOW.						
	SHIPPING COST ON FLAGS WILL BE AT ACTUAL COST.						
	06/30/2004	EA	540-90		0.11956		
	WIRE STAFF MARKING		FLAGS 30" HIGH	5" X 8"			
	FOB:		SHIP POINT				
	FREIGHT TERMS:		PREPAY/CHG BACK				
	13 GAUGE WIRE, FLAGS AVIALABLE IN RED, BLUE OR YELLOW.						
	INDUSTRIAL WIPING CLOTHS:						
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>						TOTAL	

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VENDOR	*709052549 304-766-4894 WV ASSOC OF REHAB FACILITIES PO BOX 745 INSTITUTE WV 25112 25112 25112
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SHIP TO	ALL STATE AGENCIES AND POLITICAL SUBDIVISIONS VARIOUS LOCALES AS INDICATED BY ORDER
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12/30/2004		NET 30		550633886		VAR	
BEST WAY		DESTINATION		PREPAID		- -VAR	
LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT NO.	ITEM NUMBER				
LINE ITEMS 138 THROUGH 144 COVER WIPING CLOTHS.							
WIPING CLOTHS - ORDER/PAYMENT INFORMATION							
THESE PRODUCTS ARE ORDERED BY CONTACTING MELISSA EASTER AT TELEPHONE 304-273-9311; OR YOU MAY CALL TOLL FREE TO 1-888-330-3911, OR FAX TO 304-273-5131.							
PRODUCTS WILL BE INVOICE BY AND PAYMENT MADE TO JACKSON COUNTY DEVELOPMENTAL CENTER, 112 INDUSTRIAL LANE, MILLWOOD, WV 25262.							
SHIPPING TERMS: ORDERS 500 POUNDS OR GREATER WILL BE SHIPPED FOB DESTINATION. ORDERS LESS THAN 500 POUNDS SHALL BE SHIPPED FOB SHIPPING POINT WITH SHIPPING PREPAID AND ADDED TO THE INVOICE AS A SEPARATE ITEM.							
DELIVERY TERMS: WITHIN 21 DAYS AFTER RECEIPT OF ORDER.							
NOTE: NONABSORBENT WIPING CLOTHS WILL NOT READILY ABSORB WATER WHEN USED DIRECTLY FROM THE SHIPPING CONTAINER. NON-ABSORBENT CLOTHS							
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>						TOTAL	

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SHIP VIA		F.O.B.		FREIGHT TERMS	ACCOUNT NUMBER
BEST WAY		DESTINATION		PREPAID	- -VAR
LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT
	DELIVERY DATE	CAT. NO.	ITEM NUMBER		
0138	06/30/2004	LB	735-60	0.00000	
ARE EXCELLENT FOR ALL PETROLEUM OR DETERGENT BASED CLEANING SOLUTIONS AND WILL ABSORB PROVIDED THE CLOTH IS DAMPENED BEFORE USING.					
ABSORBENT WIPING CLOTHS WILL READILY ABSORB WATER AND OIL WHEN USED DIRECTLY FROM THE SHIPPING CONTAINER.					
NEAR WHITE (POLO) NON-ABSORBENT CLOTH;					
FOB: SHIP POINT					
FREIGHT TERMS: PREPAY/CHG BACK					
COTTON/POLYESTER BLEND; GOOD GENERAL PURPOSE					
MAINTENANCE CLOTH.					
COST: 10 POUND BOX - \$ 9.66					
25 POUND BOX - \$24.16					
0139	06/30/2004	LB	735-60	0.00000	
WHITE FRENCH TERRY; WASHED CLOTH; VERY SOFT;					
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>					TOTAL

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SHIP VIA		F.O.B.		FREIGHT TERMS		ACCOUNT NUMBER	
BEST WAY		DESTINATION		PREPAID		- -VAR	
LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT.NO.	ITEM NUMBER				
0140	06/30/2004	LB	735-60		0.00000		
FOB: SHIP POINT							
FREIGHT TERMS: PREPAY/CHG BACK							
HIGH IN ABSORBENCY; LOOPED FABRIC ON ONE SIDE.							
COST: 10 POUND BOX - \$17.83							
25 POUND BOX - \$44.59							
COLORED FRENCH TERRY; SOFT ABSORBENT CLOTH							
0141	06/30/2004	LB	735-60		0.00000		
FOB: SHIP POINT							
FREIGHT TERMS: PREPAY/CHG BACK							
COTTON/POLYESTER BLEND; LOOPED FABRIC ON ONE SIDE;							
GOOD ALL PURPOSE CLOTH.							
COST: 10 POUND BOX - \$15.05							
25 POUND BOX - \$37.61							
WHITE 100% COTTON; WASHED; BLEACHED; REWASHED;							
						TOTAL	

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SHIP VIA		F.O.B.		FREIGHT TERMS		ACCOUNT NUMBER	
BEST WAY		DESTINATION		PREPAID		- -VAR	
LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT.NO.	ITEM NUMBER				
0142	FOB:		SHIP POINT				
	FREIGHT TERMS:		PREPAY/CHG BACK				
	ABSORBENT; LINT FREE; EXCELLENT WIPER FOR WOODWORKING, FINISHING AND POLISHING JOBS. IDEAL FOR LABORATORY APPLICATIONS OR FOR USAGE IN WHICH A POLYESTER FIBER MAY MELT AND DAMAGE EQUIPMENT OR INSTRUMENTS. A SUPERIOR WIPER.						
	COST:		10 POUND BOX - \$18.03				
			25 POUND BOX - \$45.09				
		LB			0.00000		
	06/30/2004		735-60				
	WASHED FLEECE; SOFT AND ABSORBENT;						
	FOB:		SHIP POINT				
	FREIGHT TERMS:		PREPAY/CHG BACK				
COTTON/POLYESTER BLEND; FLEECE FABRIC ON ONE SIDE; GOOD ALL PURPOSE WIPER							
COST:		10 POUND BOX - \$11.86					
		25 POUND BOX - \$29.64					
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>							
						TOTAL	

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SHIP VIA		F.O.B		FREIGHT TERMS		ACCOUNT NUMBER	
BEST WAY		DESTINATION		PREPAID		- - VAR	
LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT		
	DELIVERY DATE	CAT.NO.	ITEM NUMBER				
0143		LB		0.00000			
	06/30/2004		735-60				
	ECONO WIPER; WASHED; SANITIZED; ABSORBENT CLOTH						
	FOB:		SHIP POINT				
	FREIGHT TERMS:		PREPAY/CHG BACK				
	USED TEE-SHIRT MATERIAL. MAY HAVE SOME PRINTING.						
	COST: 10 POUND BOX - \$ 8.17						
	25 POUND BOX - \$20.43						
0144		LB		0.00000			
	06/30/2004		735-60				
	BAR RAG; LT WT, TERRY TOWELS W FINISHED EDGES						
	FOB:		SEE BELOW				
	FREIGHT TERMS:		SEE BELOW				
	ABSORBENT CLOTH						
	NOST: 10 POUND BOX - \$19.83						
	25 POUND BOX - \$49.57						
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>							
						TOTAL	

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12/30/2004		NET 30		550633886		VAR	
BEST WAY		DESTINATION		PREPAID		- -VAR	
LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT NO	ITEM NUMBER				
0145	06/30/2004	LB	735-60		0.00000		
AIRLAID - 15" X 15" PAPER WIPER							
HIGHLY ABSORBENT AND ECONOMICAL; PERFECT FOR PAINT SPILLS, HEAVY DUTY CLEANING OF OILY, GREASY PARTS OR EQUIPMENT.							
COST: 10 POUND BOX - \$11.86 25 POUND BOX - \$29.64							
COURIER SERVICES: LINE ITEM 146 COVERS COURIER SERVICE.							
COURIER SERVICES - ORDER/PAYMENT INFORMATION							
THIS SERVICE IS ORDERED THROUGH WVARF. TO DISCUSS YOUR REQUIREMENTS, CONTACT CRAIG GREENING AT							
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>						TOTAL	

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12/30/2004		NET 30		550633886		VAR	
BEST WAY		DESTINATION		PREPAID		- -VAR	
LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT		
	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
0146	06/30/2004	EA	962-24	0.00000			
304-766-4894 OR FAX 304-766-4607.							
SERVICES WILL BE INVOICED BY AND PAYMENT MADE TO WVARF.							
COURIER SERVICES							
INTERSTATE REST AREAS MAINTENANCE: LINE ITEM 147 COVERS WVARF'S SERVICING OF THE INTERSTATE REST AREAS, CUSTOM DESIGNED AS REQUESTED BY THE DEPARTMENT OF HIGHWAYS.							
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>						TOTAL	

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BEST WAY		DESTINATION		PREPAID		- -VAR	
LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT.NO.	ITEM NUMBER				
0147	REST AREA SERVICE - ORDER/PAYMENT INFORMATION						
	THIS SERVICE IS ORDERED THROUGH WVARF. TO DISCUSS YOUR REQUIREMENTS, CONTACT CRAIG GREENING AT 304-766-4894 OR FAX 304-766-4607.						
	SERVICES WILL BE INVOICED BY AND PAYMENT MADE TO WVARF.						
	06/30/2004	EA	964-50		0.00000		
	INTERSTATE REST AREA - MAINTENANCE						
	GROUNDS MAINTENANCE: LINE ITEM 148 COVERS WVARF'S GROUND MAINTENANCE SERVICES.						
	GROUNDS MAINTENANCE - ORDER/PAYMENT INFORMATION						
	THIS SERVICE IS ORDERED THROUGH WVARF. TO DISCUSS						
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BY ORDER

VENDOR

*709052549 304-766-4894
WV ASSOC OF REHAB FACILITIES
PO BOX 745

INSTITUTE WV 25112 25112
25112

SHIP TO

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

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
12/30/2004		NET 30		550633886		VAR	
SHIP VIA		F.O.B.		FREIGHT TERMS		ACCOUNT NUMBER	
BEST WAY		DESTINATION		PREPAID		- -VAR	
LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
0148	YOUR REQUIREMENTS, CONTACT CRAIG GREENING AT 304-766-4894 OR FAX 304-766-4607.						
	SERVICES WILL BE INVOICED BY AND PAYMENT MADE TO WVARF.						
	09/30/2003	EA	964-50		0.00000		
	GROUNDS MAINTENANCE						
BOTTLED WATER:							
LINE ITEM 149 AND 150 COVERS 20 OUNCE BOTTLED WATER. THESE BOTTLES ARE LABELED WITH WEST VIRGINIA STATE PARK LABELS.							
20-OUNCE BOTTLES OF WATER - ORDER/PAYMENT INFORMATION							
THIS BOTTLED WATER IS ORDERED THROUGH WVARF. TO							
						TOTAL	

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

BETTY FRANCISCO

304-558-0468

BY

APPROVED AS TO FORM BY
ASSISTANT ATTORNEY GENERAL

PURCHASING DIVISION AUTHORIZED SIGNATURE



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.
WVARF04

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BLANKET RELEASE
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CHANGE ORDER
4

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VENDOR	*709052549 304-766-4894 WV ASSOC OF REHAB FACILITIES PO BOX 745 INSTITUTE WV 25112 25112 25112
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BEST WAY		DESTINATION		PREPAID		- -VAR	
LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT.NO.	ITEM NUMBER				
0149	06/30/2004	CS	390-91		6.76000		
PLACE AN ORDER, CALL JOYCE WYSONG AT 304-766-4894; FAX NUMBER 304-766-4607.							
PRODUCTS WILL BE INVOICED BY AND PAYMENT MADE TO WVARF.							
20 OUNCE BOTTLE WATER/WV STATE PARK LABEL							
FOB: SEE BELOW							
FREIGHT TERMS: SEE BELOW							
20 - 20 OUNCE BOTTLES PER CASE							
CUSTOMER ARRANGES FOR PICKUP AT THIS PRICE.							
0150	06/30/2004	CS	390-91		9.66000		
20 OUNCE BOTTLE WATER/WV STATE PARK LABEL							
FOB: SHIP POINT							
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>						TOTAL	

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SHIP VIA		F.O.B.		FREIGHT TERMS		ACCOUNT NUMBER	
BEST WAY		DESTINATION		PREPAID		- -VAR	
LINE	QUANTITY	UQP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT		
	DELIVERY DATE	CAT NO.	ITEM NUMBER				
	20 - 20 OUNCE BOTTLES PER CASE						
	THIS PRICE INCLUDES DELIVERY. MINIMUM ORDER MAY APPLY FOR DELIVERY OF PRODUCT.						
	JANITORIAL SERVICES:						
	LINE ITEM 151 COVERS JANITORIAL SERVICE						
	JANITORIAL SERVICES - ORDER/PAYMENT INFORMATION						
	SERVICES WILL BE INVOICED BY AND PAYMENT MADE TO WVARF.						
	TO DISCUSS YOUR REQUIREMENTS, CONTACT CRAIG GREENING AT 304-766-4894 OR FAX 304-766-4607.						
0151		LT		0.00000			
	09/30/2004		910-39				
	JANITORIAL SERVICES						
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>							
							TOTAL

BETTY FRANCISCO

304-558-0468

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SHIP VIA		F.O.B.		FREIGHT TERMS		ACCOUNT NUMBER	
BEST WAY		DESTINATION		PREPAID		- -VAR	
LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT.NO.	ITEM NUMBER				
0152	09/30/2004	EA	968-57 968-47		0.00000		
LOW IMPACT MONITORING: LINE 151 COVERS MONITORING SERVICE OF LOW-IMPACT MOVEMENT OF HEAVY LOADS ON VARIOUS ROADS AND BRIDGES AS REQUIRED BY THE DIVISION OF HIGHWAYS. THIS SERVICE DOES NOT INCLUDE ANY ENFORCEMENT. ROADS AND BRIDGES AS REQUIRED BY THE DIVISION OF HIGHWAYS. THIS SERVICE DOES NOT INCLUDE ANY ENFORCEMENT. SEE THE ATTACHED DOCUMENTATION FROM WVARF AND THE USE COMMITTEE. SERVICES TO BE INVOICED BY AND PAYMENT MADE TO WVARF.							
						TOTAL	

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BEST WAY		DESTINATION		PREPAID		- -VAR	
LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
	EXHIBIT 3						
	LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON OCTOBER 1, 2003 AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.						
	UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.						
	RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.						
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>							
						TOTAL	

BETTY FRANCISCO

304-558-0468

BY

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

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*709052549	304-766-4894
WV ASSOC OF REHAB FACILITIES	
PO BOX 745	
INSTITUTE WV 25112 25112	
25112	

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LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE		AMOUNT	
	DELIVERY DATE	CAT.NO.	ITEM NUMBER				
<p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A</p>							
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>						TOTAL	

BETTY FRANCISCO

304-558-0468

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Department of Administration
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BEST WAY		DESTINATION		PREPAID		- -VAR	
LINE	QUANTITY	UOP	VENDOR ITEM NO		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT NO.	ITEM NUMBER				
<p>WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p>							
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>							
TOTAL							

BETTY FRANCISCO

304-558-0468

BY

APPROVED AS TO FORM BY
ASSISTANT ATTORNEY GENERAL

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BOB WISE
GOVERNOR

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON STREET, EAST
P.O. BOX 50130
CHARLESTON, WEST VIRGINIA 25305-0130

JOHN POFFENBARGER
ACTING CABINET SECRETARY

DAVID TINCHER
DIRECTOR

9/30/2004

Ken Kennedy
WV Association of Rehab Facilities
P.O. Box 745
Institute, WV 25112

SUBJECT: WVARF04

Dear Mr. Kennedy:

The State of West Virginia is offering to renew subject contract. The renewal dates are 10/01/04 through 9/30/05. If your company agrees to this renewal, sign the statement below and return the original to my attention as soon as possible.

Also attached is a **No Debt Affidavit** that is to be part of the purchase order and is required to be signed and dated.

Please call if you have any questions.

Very truly yours,

Betty L. Francisco

Betty L. Francisco
Senior Buyer
304/558-0468

Attachment

We agree to extend the contract for the period as stated above at the terms and conditions in the original purchase order and any change orders thereto.

Kenneth Kennedy

Name/Signature

10/5/04

Date

Marketing Representative

Title



West Virginia Association of Rehabilitation Facilities

December 23, 2004

Betty Francisco, Senior Buyer
WV Purchasing Division
2019 Washington St. E.
PO Box 50130
Charleston, WV 25130-0130

Dear Ms. Francisco:

In June 2004, the Committee for the Purchase of Commodities and Services from the Handicapped approved a reduction in the Central Nonprofit Agency's service fee from 4.1% to 3.75% effective July 1, 2004. This letter shall confirm that the pricing changes and invoicing to State agencies as approved by the Committee have been in place since July 1, 2004. The attached pricing lists reflect the pricing reductions for WVAREF04 and TEMP04A. The lower contract pricing for janitorial, rest areas, courier service, low impact monitoring, stream access sites, and grounds maintenance were also effective July 1, 2004.

Should any agency wish to question their invoicing, please have them call Joyce Wysong, or me for assistance.

If you need additional information or further clarification, please give me a call.

Sincerely,

A handwritten signature in black ink that reads 'Ken Kennedy'. The signature is fluid and cursive, with the first and last names clearly legible.

Ken Kennedy
WVARE Marketing Representative

2004 DEC 27 AM 11:33
PURCHASING DIVISION
STATE OF WV

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Quick Guide to WVARF04 Product Prices

July 1, 2004

ABSORBENT PRODUCTS		
Code	Item	Price
0001	100 Pad Kit (AP100)	77.49
0002	Absorbent Blanket Kit (APO150)	33.48
0003	Absorbent Blanket Kit (APO153)	46.49
0004	Universal Spill Kit (AP200)	46.64
0005	Universal/Oil Drum top cover,	66.92
0006	Universal drip pan with pillows(APDP40)	116.87
0007	Replacement Pillows (APAW99)	73.81
0008	Replacement Pillows (APOIL99)	70.79
0009	Absorbent booms, oil only (AP510)	103.85
0010	Absorbent Booms, oil only (AP810)	171.71
0011	Absorbent socks, oil (AP412)	56.66
0012	Absorbent socks, oil (AP430)	99.67
0013	Absorbent socks, oil (AP612)	56.58
0014	Absorbent Oil Pad (AP152)	75.84
BOTTLED WATER - 5 & 3 Gallons		
Code	Item	Price
GREEN ACRES		
0015	Bottled water cooler rental, cold only / Per Month	9.20
0016	Bottled water cooler rental, hot and cold, Per / Month	12.06
0017	Bottled water cooler, compartment rental, Per / Month	16.45
0018	Bottled water cooler rental, Hot & Cold with Refrigerator, Per / Month	15.24
0019	Drinking Water, Five Gallon Returnable Bottle	5.57
0020	Drinking Water, Three Gallon Returnable Bottle	3.32
0021	Bottle Deposit	6.48
0022	Coolers cleaned and disinfected two times per year	24.91
NICHOLAS COUNTY		
0023	Coolers cleaned and disinfected two times per year	24.91
0024	Bottled water cooler rental, cold only / Per Month	9.20
0025	Bottled water cooler rental, hot and cold, Per / Month	12.06
0026	Bottled water cooler, compartment rental, Per / Month	16.45
0027	Bottled water cooler rental, Hot & Cold with Refrigerator, Per / Month	15.24
0028	Drinking Water, Five Gallon Returnable Bottle	5.57
0029	Drinking Water, Three Gallon Returnable Bottle	3.32
0030	Bottle Deposit	6.48
CONDIMENT KITS		
Code	Item	Price
	Fork, medium weight, 500 per case	3.92
	Spoon, medium weight, 500 per case	3.92
	Knife, medium weight, 500 per case	3.92
	Fork, heavyweight, 500 per case	9.21
	Spoon, heavy weight, 500 per case	9.21
	Knife, heavy weight, 500 per case	9.21
	Sporks, 500 per case	4.72

CONDIMENT KITS		
Code	Item	Price
	Straw, flex, 500 per case	2.76
	Sugar, 500 per case	3.46
	Sugar substitute, 500 per case	3.33
	Equal, 500 per case	8.28
	Salt, 500 per case	1.24545
	Salt substitute, 500 per case	3.62
	Pepper, 500 per case	2.05251
	Creamer, 500 per case	7.59
	Fork, light weight, 500 per case	3.09
	Spoon, light weight, 500 per case	3.09
	Knife, light weight, 500 per case	3.09
	Straw, jumbo regular, 500 per case	1.42480
	Straw, milk, 500 per case	1.22553
	Basic Charge Cost	
	One	30.95
	Two	33.46
	Three	34.67
	Four	36.85
	Five	40.49
	Six	45.21
	Seven	45.90
	Eight	50.86
	Additional Selections	
	Insert Folded Napkin, 500 per case	7.00
	Color Code Condiment Kits, 500 per case	9.76
DOCUMENT IMAGING SERVICES		
Code	Item	Price
0032	Scanned at 200/300 dpi up to 8.5" x 14"	0.07971
0033	Scanned at 200/300 dpi up to 11" x 17"	0.11956
0034	Indexed, per keystroke	0.00867
0035	Set up fee, per job	49.82
0036	Master CD fee, per CD	74.73
0037	Duplication, per CD	14.95
0038	Preparation of documents, per hour	7.92
0039	Transportation of documents, per mile	0.59782
0040	Fragile document scanning on flatbed scanner	7.92
0041	Doc. Scanning at 200/300 dpi up to 11: x 17 w/flatbed	0.15942
0042	OCR, no operator editing, per document	0.03985
0043	OCR clean-up, per hour	7.92
0044	Off-site storage	4.98
0045	Document shredding, per 15" banker box	4.98
0046	Data Warehousing (via Internet)(Includes accessing up to 20% of images	0.03487
0047	Accessing of warehoused data (above 20%)	0.00598
0048	Doc Scanning 18" x 24" Eng. C @ 200 dpi – per document	1.49455
0049	Doc Scanning 18" x 24" Eng. C @ 300 dpi – per document	1.74364
0050	Doc Scanning 24" x 36" Eng. D @ 200 dpi – per document	1.69382

DOCUMENT IMAGING SERVICES		
Code	Item	Price
0051	Doc Scanning 24" x 36" Eng. D @ 300 dpi – per document	1.94291
0052	Doc Scanning 36" x 48" Eng. E @ 200 dpi – per document	2.19200
0053	Doc Scanning 36" x 48" Eng. E @ 300 dpi – per document	2.44109
0054	Microfilm Scanning, 16 mm roll film, 200/300 dpi	0.07971
0055	Microfilm Scanning, 35 mm roll film, 200/300 dpi	0.11956
0056	Microfiche Scanning, 200/300 dpi	0.14945
0057	Aperture scanning, per card	0.34873
0058	Master DVD-R, per DVD	74.73
DATA MANAGEMENT		
Code	Item	Price
	Services completed on time as determined by the agency / Per 1000 Key Strokes	3.19
	Work not completed within the turnaround time / Per 1000 Key Strokes	3.09
0059	Skill Level II	1.89309
0060	Skill Level II	4.98
0061	Skill Level III.	9.96
0062	Additional Courier Service / Per Hour Charge	34.87
0063	Sort Forms by Type, County, Number Index, etc. / Hour	9.96
0064	Batch Work / Per Hour	9.96
0065	Remove Attachments / Per Hour	9.96
0066	Screen Form for Accuracy Prior to Entry / Per Hour	9.96
0067	Calculate Fields to Verify Totals / Per Hour	9.96
0068	Recall Submitted Forms for Sight Verification / Per Hour	9.96
0069	Edit Submitted Reports / Per Hour	9.96
0070	Copy / Per Hour	9.96
0071	Open Mail / Per Hour	9.96
0072	Prepare Documents for Mailing, Filing, etc. / Per Hour	9.96
0073	Prepare Documents for Mailing, Filing, etc. / Per Piece	0.29891
0074	Postage / At Cost	At Cost
0075	Generate Reports / Per Hour	9.96
0076	Create and Manage Database / Per Hour	9.96
0077	Develop and Maintain Mailing Lists	9.96
0078	Create Data Media (Diskette, CD, Zip Drive) / Per Hour	9.96
0079	Research Information Sources to Complete Form / Per Hour	9.96
0080	Sort Alphabetically for Storage / Per Hour	9.96
0081	Store Documents / Per Box Per Month	0.24909
0082	Shred Documents / Per Hour	9.96
0083	Project Manager / Per Hour	19.93
0084	Production Manager / Per Hour	14.95
0085	Programming / Per Hour	149.45
MICROFILMING		
Code	Item	Price
0086	Source Documents - 8.5" 5" x 5" to 8.5" x 14" placed in microfilm jackets	0.04538
0087	Source Documents - 8.5" x 5" to 8.5" x 14" placed on 16mm roll film with spool.	0.03641
0088	Source Document - 8.5" x 5" to 8.5" x 14" placed on 16mm roll with cartridge.	0.03940
0089	Check or check sized document placed on 16mm roll film with spool.	0.01746
0090	Check or check sized documents placed on 16mm film with cartridge	0.01845
0091	Drawings, Engineering: sizes A to E placed on 35mm film.	0.50914

MICROFILMING		
Code	Item	Price
0092	Drawings, Engineering: Sizes A to E placed on 35mm film in microfilm jackets	0.60878
0093	Drawings, Engineering: sizes A to E placed on 35mm film in aperture card.	0.61336
0094	Duplication Services - 16mm jackets	0.30429
0095	Duplication Services - 35mm jackets	0.30429
0096	Duplication Services - 16mm Roll	14.97
0097	Document Preparation for Filming / per hour	7.93
0098	Document Preparation - Indexing / per hour	7.93
0099	Document Preparation - Transportation of documents / per mile	0.60778
FIRST CLASS MAIL PRESORT		
Code	Item	Price
0100	First Class Letters - Bar Code, sort, and deliver envelopes #6 through #12 to USPS.	0.02491
0101	Standard Class Letters - Bar code, sort, and deliver envelopes #6 through #12.to	0.02491
0102	Standard Mail, A - Hand sort and deliver to USPS. Envelopes #6 through #12	0.04484
0103	Standard Mail, B - Hand sort and deliver to USPS. Envelopes #6 through #12	0.05978
0104	Hourly Labor - Pick-up and delivery of first class mail (#6 through #12 envelopes)	12.97
0105	Hand Work such as Label, Stamp, Fold, Insert	0.02690
0106	Mail Received with Insufficient Postage - 7% Surcharge. Check with the Presort	
LIQUID HAND SOAP		
Code	Item	Price
0107	Hand Soap, Antimicrobial, 800 ml size pouch	62.43
0108	Hand Soap, Antibacterial , Gallons, 4/Case	51.61
0109	Hand Soap, Lotion, 800 ml. size pouch	53.95
0110	Hand Soap, Lotion – Gallons, 4/Case	42.65
0111	Body shampoo, 800 ml size pouch	62.34
0112	Body shampoo, Gallons, 4/Case	58.45
0113	Orange Waterless Soap, Gallons, 4/Case	51.63
0114	Moisturizing Instant Sanitizer, 800 ml. size pouch	90.05
0115	Moisturizing Instant Sanitizer, 4 oz. Bottles	53.88
0116	Wipes in a Tub, 130 count	78.10
0117	Dispenser – wall mounted unit to dispense the 800 ml. Pouches listed above	11.82
0118	Gallon Bottle Pump	8.06
0119	PressPak – Pink lotion soap, 800 ml. Size pouch	58.80
0120	PressPak Dispenser – Wall mounted unit to dispense 800 ml pouches from	11.56
Survey Stakes		
Code	Item	Price
0121	Wood Survey Stake - 3/4" x 1 1/4" x 12", 25/bundle	7.60
0122	Wood Survey Stake - 3/4" x 1 3/4" x 12", 25/bundle	7.79
0123	Wood Survey Stake - 3/4" x 1 1/4" x 18", 25/bundle	10.37
0124	Wood Survey Stake - 3/4" x 1 3/4" x 18", 25/bundle	10.57
0125	Wood Survey Stake - 3/4" x 1 1/4" x 30", 25/bundle	12.02
0126	Wood Survey Stake - 3/4" x 1 3/4" x 30", 25/bundle	12.23
0127	Wood Survey Stake - 3/4" x 1 1/4" x 36", 25/bundle	15.33
0128	Wood Survey Stake - 3/4" x 1 3/4" x 36", 25/bundle	15.53
0129	Wood Survey Stake - 3/4" x 1 1/4" x 48", 25/bundle	17.44
0130	Wood Survey Stake - 3/4" x 1 3/4" x 48", 25/bundle	17.65

Survey Stakes		
Code	Item	Price
0131	Wood Survey Hub - 1 1/2" x 1 1/2" x 12", 25/bundle	8.40
0132	Wood Survey Hub - 2" x 2" x 12", 25/bundle	8.73
0133	Wood Survey Hub - 2" x 2" x 18", 25/bundle	10.54
0134	Wood Survey Hub - 1 3/4" x 1 3/4" x 16", 25/bundle	11.25
0135	Lathe Strips - 1/4" x 1 1/2" x 48", 25/bundle	8.89
0136	Wire Staff Marking Flag - 13 gauge wire, 30" high/Flag 4"x 5"	0.08967
0137	Wire Staff Marking Flag - 13 gauge wire, 30" high/Flag 5"x 8"	0.11956
WIPING CLOTHS		
Code	Item	Price
0138	Near White (Polo). Non-absorbent cloth. Cotton/polyester blend, 10 lb. box	9.66
0138	Near White (Polo). Non-absorbent cloth. Cotton/polyester blend, 25 lb. Box	24.16
0139	White French Terry. Washed cloth. Looped fabric on one side, 10 lb. Box	17.83
0139	White French Terry. Washed cloth. Looped fabric on one side, 25 lb. Box	44.59
0140	Colored French Terry. Cotton/polyester blend, looped fabric on one side, 10 lb. box.	15.05
0140	Colored French Terry. Cotton/polyester blend, looped fabric on one side, 25 lb. Box	37.61
0141	White. 100% cotton, washed, bleached, re-washed and lint free, 10 lb. Box	18.03
0141	White. 100% cotton, washed, bleached, re-washed and lint free, 25 lb. Box	45.09
0142	Washed Fleece. Cotton/polyester blend, Fleeced fabric on one side, 10 lb. Box	11.86
0142	Washed Fleece. Cotton/polyester blend, Fleeced fabric on one side, 25 lb. Box	29.64
0143	Econo Wiper. Washed, sanitized, absorbent cloth. 10 lb. Box	8.17
0143	Econo Wiper. Washed, sanitized, absorbent cloth. 25 lb. Box	20.43
0144	Bar Rag. Lightweight terry toweling with finished edges, 10 lb. Box	19.83
0144	Bar Rag. Lightweight terry toweling with finished edges, 25 lb. Box	49.57
0145	Airliad Paper Wiper, 15" X 15", 10 lb. Box	11.86
0145	Airliad Paper Wiper, 15" X 15", 25 lb. Box	29.64
BOTTLED WATER - 20 oz.		
Code	Item	Price
GREEN ACRES		
149	20 oz. Bottle Water / WV State Park Label, Customer Pickup	6.76
150	20 oz. Bottle Water / WV State Park Label, Includes Delivery	9.66
NICHOLAS COUNTY		
149	20 oz. Bottle Water / WV State Park Label, Customer Pickup	6.76
150	20 oz. Bottle Water / WV State Park Label, Includes Delivery	9.66

WV STATE GOVERNMENT

HIPAA BUSINESS ASSOCIATE STATEWIDE CONTRACT ADDENDUM

This Health Insurance Portability and Accountability Act of 1996 (hereafter, "HIPAA") Business Associate Addendum ("Addendum") supplements and is made a part of the Agreement ("Agreement") by and between the West Virginia Department of Administration, Purchasing Division, on behalf of all state agencies executing a release order to the underlying contract to which this Addendum is appended ("Agency"), and the statewide contract vendor, the Business Associate ("Associate"), and is effective as of the date of the Release Order executed by the Agency to participate in the statewide contract.

Whereas the parties have a business relationship; and

Whereas it is desirable, in order to further the continued efficient operations of Agency to disclose to its Associate certain information which may contain confidential individually identifiable health information (hereafter, Protected Health Information or PHI); and

Whereas, it is the desire of both parties that the confidentiality of the PHI disclosed hereunder be maintained and treated in accordance with all applicable laws relating to confidentiality, including the Privacy and Security Rules, and the parties do agree to at all times treat the PHI and interpret this Addendum consistently with that desire.

NOW THEREFORE; the parties agree that in consideration of the mutual promises herein, in the Agreement; and of the exchange of PHI hereunder that:

1. Definitions.

a. Terms used, but not otherwise defined, in this Addendum shall have the same meaning as those terms in the Privacy and Security Rules.

b. **Privacy Rule.** Privacy Rule means the Standards for Privacy of Individually Identifiable Health Information found at 45 CFR Parts 160 and Part 164, Subparts A and E, as amended.

c. **Security Rule.** Security Rule means the Standards for the security of electronic protected health information found at 45 CFR Part 164, Subpart C, as amended.

2. PHI Disclosed; Permitted Uses.

a. **PHI Described.** PHI disclosed by the Agency to the Business Associate, PHI created by the Business Associate on behalf of the Agency, and PHI received by the Business Associate from a third party on behalf of the Agency are disclosable under this Addendum. The disclosable PHI is limited to the minimum necessary to complete the tasks, or to provide the services, associated with the terms of the original contract.

b. **Purposes.** Except as otherwise limited in this Addendum, Associate may use or disclose the PHI on behalf of, or to provide services to, Agency for the purposes necessary to complete the tasks, or provide the services, associated with, and required by the terms of the original contract, if such use or disclosure of the PHI would not violate the Privacy or Security Rules or applicable state law if done by Agency or violate the minimum necessary policies and procedures of the Agency.

3. Obligations of Business Associate.

a. **Stated Purposes Only.** The PHI may not be used by the Associate for any purpose other than stated in this Addendum or as required by law.

b. **Limited Disclosure.** The PHI is confidential and will not be disclosed by the Associate other than as required by this Addendum or by law.

c. **Safeguards.** The Associate will use appropriate safeguards to prevent use or disclosure of the PHI except as provided for in this Addendum. This shall include, but not be limited to:

(i) Limitation of the groups of its employees or agents to whom the PHI is disclosed to those reasonably required to accomplish the purposes stated in this Addendum, and the use and disclosure of the minimum PHI necessary;

(ii) Appropriate notification and training of its employees or agents to whom the PHI will be disclosed in order to protect the PHI from unauthorized disclosure;

(iii) Maintenance of a comprehensive written PHI privacy and security program that includes administrative, technical and physical safeguards appropriate to the size, nature, scope and complexity of the Associate's operations.

d. **Compliance With Law.** The Associate will not use or disclose the PHI in a manner in violation of existing law and specifically not in violation of laws relating to confidentiality of PHI, including but not limited to, the Privacy and Security Rules.

e. **Report of Disclosure.** The Associate will promptly report to the Agency, in writing, any use or disclosure of the PHI not provided for by this Addendum of which it becomes aware.

f. **Mitigation.** Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Associate of a use or disclosure of the PHI by Associate in violation of the requirements of this Addendum.

g. **Documentation.** Associate agrees to document disclosures of the PHI and information related to such disclosures as would be required for Agency to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR §§ 164.528 and 164.316. This should include a process that allows for an accounting to be collected and maintained by Associate and its agents or subcontractors for at least six (6) years from the date of disclosure, or longer if required by state law. At a minimum, such PHI shall include: (i) the date of disclosure; (ii) the name of the entity or person who received the PHI, and if known, the address of the entity or person; (iii) a brief description of the PHI disclosed; and (iv) a brief statement of purposes of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure.

h. **Accounting Rights.** Within ten (10) days of notice of a request for an accounting of disclosures of the PHI, Associate and its agents or subcontractors shall make available to Agency the PHI required to provide an accounting of disclosures to enable Agency to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 CFR § 164.528.

i. **Access to PHI.** Associate shall make the PHI maintained by Associate or its agents or subcontractors in Designated Record Sets available to Agency for inspection and copying within ten (10) days of a request by Agency to enable Agency to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 CFR § 164.524.

j. **Amendment of PHI.** Within ten (10) days of receipt of a request from Agency for an amendment of the PHI or a record about an individual contained in a Designated Record Set, Associate or its agents or subcontractors shall make such PHI available to Agency for amendment and incorporate any such amendment to enable Agency to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 CFR § 164.526.

k. **Retention of PHI.** Notwithstanding section 4.a. of this Addendum, Associate and its subcontractors or agents shall retain all PHI pursuant to state and federal law and shall continue to maintain the PHI required under Section 3.g. of this Addendum for a period of six (6) years after termination of the Agreement, or longer if required under state law.

l. **Agents, Subcontractors Compliance.** The Associate will ensure that any of its agents, including any subcontractors, to whom it provides any of the PHI it receives hereunder, or to whom it provides any PHI which the Associate creates or receives on behalf of the Agency, agree to the restrictions and conditions which apply to the Associate hereunder.

m. **Amendments.** The Associate shall make available to the specific Individual to whom it applies any PHI; make such PHI available for amendment; and make available the PHI required to provide an accounting of disclosures, all to the extent required by 45 CFR §§ 164.524, 164.526, and 164.528 respectively.

n. **Federal Access.** The Associate shall make its internal practices books, and records relating to the use and disclosure of PHI received from, or created or received by the Associate on behalf of the Agency available to the U.S. Secretary of Health and Human Services consistent with 45 CFR § 164.504.

4. Termination.

a. **Duties at Termination.** Upon any termination of this Addendum, if feasible, the Associate shall return or destroy all PHI received from, or created or received by the Associate on behalf of the Agency that the Associate still maintains in any form and retain no copies of such PHI or, if such return or destruction is not feasible, the Associate shall extend the protections of this Addendum to the PHI and limit further uses and disclosures to the purposes that make the return or destruction of the PHI infeasible. This shall also apply to all agents and subcontractors of Associate. The duty of the Associate and its agents and subcontractors to assist the Agency with any HIPAA required accounting of disclosures survives the termination of this Addendum.

b. **Termination For Cause.** Agency may terminate this Addendum if at any time it determines that the Associate has violated a material term of the Addendum. Agency may, at its sole discretion, allow Associate a reasonable period of time to cure the material breach before termination.

c. **Survival.** The respective rights and obligations of Associate under Section 3.k. of this Addendum shall survive the termination of this Addendum.

5. General Provisions/Ownership of PHI.

a. **Retention of Ownership.** Ownership of the PHI resides with the Agency and is to be returned on demand.

b. **Secondary PHI.** Any data or PHI generated from the PHI disclosed hereunder which would permit identification of an Individual must be held confidential and is also the property of Agency.

c. **Electronic Transmission.** Except as permitted by law or this Addendum, the PHI or any data generated from the PHI which would permit identification of an Individual must not be transmitted to another party by electronic or other means for additional uses not authorized by this Addendum or to another contractor, or allied agency, or affiliate without prior written approval of Agency.

d. **No Sales.** Reports or data containing the PHI may not be sold without Agency's or the affected Individual's written consent.

e. **No Third-Party Beneficiaries.** Nothing express or implied in this Addendum is intended to confer, nor shall anything herein confer, upon any person other than Agency, Associate and their respective successors or assigns, any rights remedies, obligations or liabilities whatsoever.

f. **Interpretation.** The provisions of this Addendum shall prevail over any provisions in the Agreement that may conflict or appear inconsistent with any provisions in this Addendum. The interpretation of this Addendum shall be made under the laws of the state of West Virginia.

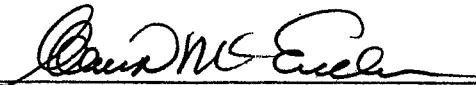
g. **Amendment.** The parties agree that to the extent necessary to comply with applicable law they will agree to further amend this Addendum.

h. **Additional Terms and Conditions.** Additional discretionary terms may be included in the release order or change order process.

i. **Applicability.** If the Agency which executes the Release Order and Agreement to participate in the underlying statewide contract is not a HIPAA covered entity, per 45 CFR § 160.103, or if the vendor does not use or disclose any PHI, this Addendum shall be null and void.

AGREED:


Name of Business Associate: WVARE

Signature: 

Title: Executive Director


Date: 11/02/04

Agency: David Timmer, Director, Purchasing Division, Department of Administration, on behalf of all state agencies executing a release order to the underlying contract to which this Addendum is appended.

Signature: 

Title: Assistant Director

Date: Nov 5, 2004

APPROVED AS TO FORM PRIOR TO
ACKNOWLEDGEMENT THEREOF, THIS
27th day of July, 2004
DARRELL V. McGRAW, JR.
ATTORNEY GENERAL
By: 
DEPUTY ATTORNEY GENERAL



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.
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ALL STATE AGENCIES
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VARIOUS LOCALES AS INDICATED
BY ORDER

*709052549 304-766-4894
WV ASSOC OF REHAB FACILITIES
PO BOX 745

INSTITUTE WV 25112 25112
25112

ALL STATE AGENCIES
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DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
SHIP VIA		F.O.B.		FREIGHT TERMS		ACCOUNT NUMBER	
BEST WAY		DESTINATION		PREPAID		- - VAR	
LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT		
	DELIVERY DATE	CAT.NO.	ITEM NUMBER				
RECEIPT TICKET FOR PURCHASE ORDER: WVARF04							
LINE	CATNO	ITEM NUMBER	DESCRIPTION		QTY	DATE	
0001	485-74		100 PAD BAIL KIT (AP100)				
0002	485-74		ABSORBENT BLANKET KIT (AP150)				
0003	485-74		ABSORBENT BLANKET KIT (AP153)				
0004	485-74		UNIVERSAL SPILL KIT (AP200)				
0005	485-74		DRUM TOP COVER				
0006	485-74		APDP40-UNIVERSAL DRIP PANS (5) WITH				
0007	485-74		APAW99- REPLACEMENT PILLOWS - 9" X				
0008	485-74		APOIL99-REPLACEMENT PILLOWS 9" X 9"				
0009	485-74		AP510-ABSORBENT BOOMS OIL ONLY, 5"				
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>							
TOTAL							

BETTY FRANCISCO

304-558-0468

BY

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ASSISTANT ATTORNEY GENERAL

PURCHASING DIVISION AUTHORIZED SIGNATURE



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12/30/2004		NET 30		550633886		VAR	
BEST WAY		DESTINATION		PREPAID		- -VAR	
LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT		
	DELIVERY DATE	CAT NO.	ITEM NUMBER				
RECEIPT TICKET FOR PURCHASE ORDER: WVARF04							
LINE	CATNO	ITEM NUMBER	DESCRIPTION		QTY	DATE	
0010	485-74		AP810-ABSORBENT BOOMS OIL ONLY, 8"				
0011	485-74		AP412-ABSORBENT SOCKS OIL, 3" X 4"				
0012	485-74		AP430-ABSORBENT SOCKS OIL, 3" X 4"				
0013	485-74		AP612-ABSORBENT SOCKS OIL, 3" X 12"				
0014	485-74		AP152-ABSORBENT OIL PAD, 19" X 144"				
0015	985-28		BOTTLED WATER COOLER, COLD ONLY				
0016	985-28		BOTTLED WATER COOLER, HOT AND COLD				
0017	985-28		BOTTLED WATER COOLER, COMPARTMENT				
0018	985-28		BOTTLED WATER COOLER, HOT & COLD, W				
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RECEIPT TICKET FOR PURCHASE ORDER: WVARF04							
LINE	CATNO	ITEM NUMBER	DESCRIPTION		QTY	DATE	
0019		390-91	DRINKING WATER, FIVE GALLON RETURN				
0020		390-91	DRINKING WATER, THREE GALLON RETURN				
0021		390-91	BOTTLE DEPOSIT				
0022		962-21	COOLERS CLEANED & DISINFECTED TWICE				
0023		962-21	COOLERS CLEANED & DISINFECTED TWICE				
0024		985-28	BOTTLED WATER COOLER, COLD ONLY				
0025		985-28	BOTTLED WATER COOLER, HOT AND COLD				
0026		985-28	BOTTLED WATER COOLER, COMPARTMENT				
0027		985-28	BOTTLED WATER COOLER, HOT & COLD, W				
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TOTAL							

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0029	390-91			DRINKING WATER, THREE GALLON RETURN			
0030	390-91			BOTTLE DEPOSIT			
0031	240-23			CONDIMENT KITS-SEE PRICES DETAILED			
0032	915-68-03-001			SCAN AT 200/300 DPI UP TO 8.5" X 14			
0033	915-68-03-001			SCAN AT 200/300 DPI UP TO 11" X 17"			
0034	915-68-03-001			INDEXED - PER KEYSTROKE			
0035	915-68-03-001			SET UP FEE - PER JOB			
0036	915-68-03-001			MASTER CD FEE - PER CD			
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>							
TOTAL							

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12/30/2004		NET 30		550633886		VAR	
SHIP VIA		F.O.B.		FREIGHT TERMS		ACCOUNT NUMBER	
BEST WAY		DESTINATION		PREPAID		- -VAR	
LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT		
	DELIVERY DATE	CAT NO.	ITEM NUMBER				
RECEIPT TICKET FOR PURCHASE ORDER: WVARF04							
LINE	CATNO	ITEM NUMBER	DESCRIPTION		QTY	DATE	
0037	915-68	03-001	DUPLICATION - PER CD				
0038	915-68	03-001	PREPARATION OF DOCUMENTS - PER HOUR				
0039	915-68	03-001	TRANSPORTATION OF DOCUMENTS - PER M				
0040	915-68	03-001	FRAGILE DOCUMENT SCANNING/FLATBED S				
0041	915-68	03-001	SCAN AT 200/300 DPI UP TO 11"X17" W				
0042	915-68	03-001	OCR, NO OPERATOR EDITING - PER DOCU				
0043	915-68	03-001	OCR CLEAN-UP - PER HOUR				
0044	915-68	03-001	OFF-SITE STORAGE - PER CD PER YEAR				
0045	915-68	03-001	DOCUMENT SHREDDING - PER 15" BANKER				
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>							
							TOTAL

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BY ORDER

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WV ASSOC OF REHAB FACILITIES
PO BOX 745

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	DELIVERY DATE	CAT.NO.	ITEM NUMBER				
RECEIPT TICKET FOR PURCHASE ORDER: WVARF04							
LINE	CATNO	ITEM NUMBER	DESCRIPTION			QTY	DATE
0046	915-68	03-001	DATA WAREHOUSING (VIA INTERNET)				
0047	915-68	03-001	ACCESSING OF WAREHOUSED DATA ABOVE				
0048	915-68	03-001	DOC SCANNING 18"X24" ENG.C @ 200 DP				
0049	915-68	03-001	DOC SCANNING 18"X24" ENG.C @ 300 DP				
0050	915-68	03-001	DOC SCANNING 24"X36" ENG.D @ 200 DP				
0051	915-68	03-001	DOC SCANNING 24"X36" ENG.D @ 300 DP				
0052	915-68	03-001	DOC SCANNING 36"X48" ENG.E @ 200 DP				
0053	915-68	03-001	DOC SCANNING 36"X48" ENG.E @ 300 DP				
0054	915-68	03-001	MICROFILM SCAN, 16MM ROLL FILM-200/				
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>						TOTAL	

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	DELIVERY DATE	CAT.NO.	ITEM NUMBER				
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LINE	CATNO	ITEM NUMBER	DESCRIPTION		QTY	DATE	
0055	915-68	03-001	MICROFILM SCAN 35MM ROLL FILM, 200/				
0056	915-68	03-001	MICROFICHE SCAN, 200/300 DPI - PER				
0057	915-68	03-001	APERTURE SCAN - PER CARD				
0058	915-68	03-001	MASTER DVD-R FEE - PER DVD				
0059	920-21		SKILL LEVEL I - COST PER UNIT				
0060	920-21		SKILL LEVEL II - COST PER UNIT				
0061	920-21		SKILL LEVEL III - COST PER UNIT				
0062	920-21		ADDITIONAL COURIER SERVICE/PER HOUR				
0063	920-21		SORT FORMS BY TYPE, COUNTY, NUMERIC				
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>					TOTAL		

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	DELIVERY DATE	CAT.NO.	ITEM NUMBER				
RECEIPT TICKET FOR PURCHASE ORDER: WVARF04							
LINE	CATNO	ITEM NUMBER	DESCRIPTION		QTY	DATE	
0064	920-21		BATCH WORK/PER HOUR				
0065	920-21		REMOVE ATTACHMENTS/PER HOUR				
0066	920-21		SCREEN FORM FOR ACCURACY PRIOR TO E				
0067	920-21		CALCULATE FIELDS TO VERIFY TOTALS/P				
0068	920-21		RECALL SUBMITTED FORMS FOR SIGHT VE				
0069	920-21		EDIT SUBMITTED REPORTS/PER HOUR				
0070	920-21		COPY/PER HOUR				
0071	920-21		OPEN MAIL/PER HOUR				
0072	920-21		PREPARE DOCUMENTS FOR MAILING, FILI				
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>							
TOTAL							

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	DELIVERY DATE	CAT.NO.	ITEM NUMBER				
RECEIPT TICKET FOR PURCHASE ORDER: WVARF04							
LINE	CATNO	ITEM NUMBER	DESCRIPTION	QTY	DATE		
0073	920-21		PREPARE DOCUMENTS FOR MAILING, FILI				
0074	920-21		POSTAGE/AT COST				
0075	920-21		GENERATE REPORTS/PER HOUR				
0076	920-21		CREATE AND MANAGE DATABASE/PER HOUR				
0077	920-21		DEVELOP AND MAINTAIN MAILING LISTS/				
0078	920-21		CREATE DATA MEDIA (DISKETTE, CD, ZI				
0079	920-21		RESEARCH INFORMATION SOURCES TO COM				
0080	920-21		SORT ALPHABETICALLY FOR STORAGE/PER				
0081	920-21		STORE DOCUMENTS/PER BOX PER MONTH				
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>							
							TOTAL

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	DELIVERY DATE	CAT.NO.	ITEM NUMBER				
RECEIPT TICKET FOR PURCHASE ORDER: WVARF04							
LINE	CATNO	ITEM NUMBER	DESCRIPTION	QTY	DATE		
0082	920-21		SHRED DOCUMENTS/PER HOUR				
0083	920-21		PROJECT MANAGER/PER HOUR				
0084	920-21		PRODUCTION MANAGER/PER HOUR				
0085	920-21		PROGRAMMING/PER HOUR				
0086	915-68		SOURCE DOCUMENTS 8.5" X 5" TO 8.5"				
0087	915-68		SOURCE DOCUMENTS 8.5" X 5" TO 8.5"				
0088	915-68		SOURCE DOCUMENT 8.5" X 5" TO 8.5" X				
0089	915-68		CHECK OR CHECK SIZED DOCUMENT				
0090	915-68		CHECK OR CHECK SIZED DOCUMENTS				
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>							
TOTAL							

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1 2 3 4 5 6 7 8 9 10 11 12	ALL STATE AGENCIES AND POLITICAL SUBDIVISIONS VARIOUS LOCALES AS INDICATED BY ORDER
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BEST WAY		DESTINATION		PREPAID		- - VAR	
LINE	QUANTITY	UOP	VENDOR ITEM NO	UNIT PRICE		AMOUNT	
	DELIVERY DATE	CAT.NO.	ITEM NUMBER				
RECEIPT TICKET FOR PURCHASE ORDER:				WVARF04			
LINE	CATNO	ITEM NUMBER	DESCRIPTION		QTY	DATE	
0091		915-68	DRAWINGS, ENGINEERING: SIZES A TO				
0092		915-68	DRAWINGS, ENGINEERING: SIZES A TO				
0093		915-68	DRAWINGS, ENGINEERING: SIZES A TO E				
0094		915-68	DUPLICATION SERVICES, 16MM JACKETS,				
0095		915-68	DUPLICATION SERVICES, 35MM FILM JAC				
0096		915-68	DUPLICATION SERVICES, 16MM ROLLS, P				
0097		915-68	DOCUMENT PREPARATION/PER HOUR				
0098		915-68	DOCUMENT PREPARATION: INDEXING/PER				
0099		915-68	DOCUMENT PREP: TRANSPORTATION OF D				
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>						TOTAL	

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	DELIVERY DATE	CAT.NO.	ITEM NUMBER				
RECEIPT TICKET FOR PURCHASE ORDER: WVARF04							
LINE	CATNO	ITEM NUMBER	DESCRIPTION	QTY	DATE		
0100	915-28	01-001	FIRST CLASS LETTERS				
0101	915-28	01-001	STANDARD CLASS LETTERS - BAR CODE,				
0102	915-28	01-001	STANDARD MAIL A - HAND SORT AND DEL				
0103	915-28	01-001	STANDARD MAIL B - HAND SORT AND DEL				
0104	915-28	01-001	HOURLY LABOR - PICK UP AND DELIVERY				
0105	915-28	01-001	HAND WORK SUCH AS LABEL, STAMP, FOL				
0106	915-28	01-001	7% SURCHARGE ON MAIL REC. W/INSUFFI				
0107	485-86		HAND SOAP, ANTIMICROBIAL, 800 ML SI				
0108	485-86		HAND SOAP, ANTIMICROBIAL, GALLON SI				
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>							
TOTAL							

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LINE	CATNO	ITEM NUMBER	DESCRIPTION		QTY	DATE	
0109	485-86		HAND SOAP, LOTION, 800 ML SIZE POU				
0110	485-86		HAND SOAP, LOTION, GALLON SIZE				
0111	485-86		BODY SHAMPOO, 800 ML SIZE POUCH				
0112	485-86		BODY SHAMPOO, GALLON SIZE				
0113	485-86		SOAP, ORANGE WATERLESS, GALLON SIZE				
0114	485-86		SANITIZER, MOISTURIZING INSTANT, 80				
0115	485-86		SANITIZER, MOISTURIZING INSTANT, 4				
0116	485-86		FAST WIPES IN TUB, 130 COUNT				
0117	485-86		DISPENSER/WALL MOUNTED/ DISPENSES 8				
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>							
TOTAL							

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LINE	CATNO	ITEM NUMBER	DESCRIPTION			QTY	DATE
0118	485-86		GALLON BOTTLE PUMP				
0119	485-86		PRESSPAK, PINK LOTION SOAP, 800 ML				
0120	485-86		PRESSPAK DISPENSER				
0121	540-90		STAKES - 3/4" X 1 1/4" X 12" STAKES				
0122	540-90		STAKES - 3/4" X 1 3/4" X 12" / 25 PE				
0123	540-90		STAKES - 3/4" X 1 1/4" X 18" - 25 P				
0124	540-90		STAKES - 3/4" X 1 3/4" X 18" - 25 P				
0125	540-90		STAKES - 3/4" X 1 1/4" X 30" - 25 P				
0126	540-90		STAKES - 3/4" X 1 3/4" X 30" - 25 P				
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0127		540-90	STAKES - 3/4" X 1 1/4" X 36" - 25 P				
0128		540-90	STAKES - 3/4" X 1 3/4" X 36" - 25 P				
0129		540-90	STAKES - 3/4" X 1 1/4" X 48" - 25 P				
0130		540-90	STAKES - 3/4" X 1 3/4" X 48" - 25 P				
0131		540-90	HUBS - 1 1/2" X 1 1/2" X 12" - 25 P				
0132		540-90	HUBS - 2" X 2" X 12" - 25 PER BUNDL				
0133		540-90	HUBS - 2" X 2" X 18" - 25 PER BUNDL				
0134		540-90	HUBS - 1 3/4" X 1 3/4" X 16" - 25 P				
0135		540-90	LATHE STRIPS - 1/4" X 1 1/2" X 48"				
					TOTAL		

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

BETTY FRANCISCO

304-558-0468

BY

APPROVED AS TO FORM BY
ASSISTANT ATTORNEY GENERAL

PURCHASING DIVISION AUTHORIZED SIGNATURE



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.

WVARF04

PAGE

107

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CHANGE ORDER

4

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QUESTIONS CONCERNING THIS PUR-
CHASE ORDER SHOULD BE DIRECTED
TO THE BUYER AS NOTED BELOW.

SEE REVERSE SIDE FOR
TERMS AND CONDITIONS

INVOICE TO

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

VENDOR

*709052549 304-766-4894
WV ASSOC OF REHAB FACILITIES
PO BOX 745

INSTITUTE WV 25112 25112
25112

SHIP TO

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

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
SHIP VIA		F.O.B.		FREIGHT TERMS		ACCOUNT NUMBER	
12/30/2004		NET 30		550633886		VAR	
BEST WAY		DESTINATION		PREPAID		- -VAR	
LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT		
	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
RECEIPT TICKET FOR PURCHASE ORDER: WVARF04							
LINE	CATNO	ITEM NUMBER	DESCRIPTION	QTY	DATE		
0136	540-90		WIRE STAFF MARKING FLAGS 30" HIGH -				
0137	540-90		WIRE STAFF MARKING FLAGS 30" HIGH -				
0138	735-60		NEAR WHITE (POLO) NON-ABSORBENT CLO				
0139	735-60		WHITE FRENCH TERRY; WASHED CLOTH; V				
0140	735-60		COLOR FRENCH TERRY; SOFT ABSORBEN				
0141	735-60		WHITE 100% COTTON; WASHED; BLEACHED				
0142	735-60		WASHED FLEECE; SOFT AND ABSORBENT;				
0143	735-60		ECONO WIPER; WASHED; SANITIZED; ABS				
0144	735-60		BAR RAG; LT WT, TERRY TOWELS W FINI				
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>							TOTAL

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	DELIVERY DATE	CAT.NO.	ITEM NUMBER				
RECEIPT TICKET FOR PURCHASE ORDER: WVARF04							
LINE	CATNO	ITEM NUMBER	DESCRIPTION	QTY	DATE		
0145	735-60		AIRLAID - 15" X 15" PAPER WIPER				
0146	962-24		COURIER SERVICES				
0147	964-50		INTERSTATE REST AREA - MAINTENANCE				
0148	964-50		GROUNDS MAINTENANCE				
0149	390-91		20 OUNCE BOTTLE WATER/WV STATE PARK				
0150	390-91		20 OUNCE BOTTLE WATER/WV STATE PARK				
0151	910-39		JANITORIAL SERVICES				
0152	968-47		LOW IMPACT MONITORING & ASSOCIATED				
SIGNATURE				DATE			
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TOTAL							

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