



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

1

BLANKET RELEASE

00

CHANGE ORDER

5

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

SEE REVERSE SIDE FOR  
TERMS AND CONDITIONS

## AGENCY COPY

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

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

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

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
02/16/2005		NET 30		550633886			
SHIP VIA		F.O.B.		FREIGHT TERMS		ACCOUNT NUMBER	
BEST WAY		DESTINATION		PREPAID		VAR-VAR	
LINE	QUANTITY	• UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
CHANGE ORDER #05							
1. EFFECTIVE JANUARY 1, 2005, INCREASE THE LOW IMPACT MONITORING SERVICES HOURLY RATE FROM \$31.06 PER HOUR TO \$31.94, PER THE PER THE ATTACHED DOCUMENTS.							
2. EFFECTIVE JANUARY 1, 2005, TOLL ROAD CHARGES SHALL BE REIMBURSED AT ACTUAL COST. ORIGINAL RECEIPTS MUST BE SUBMITTED WITH INVOICE FOR PAYMENT.							
3. EFFECTIVE JANUARY 1, 2005, INCREASE THE COST OF SOAP (LINE ITEMS 107 - 120) PER THE ATTACHED LETTER DATED JANUARY 21, 2005.							
*****NO ADDITIONAL CHANGES*****							
PREVIOUS PO TOTAL==> OPEN END PO NET CHANGE (+)==>							

WV STATE PURCHASING DIVISION  
ADMINISTRATION UNIT  
CERTIFIED ENCUMBERED

FEB 22 2005

Beverly Toler

WV STATE PURCHASING DIVISION  
ADMINISTRATION UNIT  
CERTIFIED ENCUMBERED

FEB 22 2005

*Beverly Toler*

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE ☒ 1572-18-05

OPEN END

TOTAL

APPROVED AS TO FORM BY  
ASSISTANT ATTORNEY GENERAL

BY

BETTY FRANCISCO

304-558-0468

PURCHASING DIVISION AUTHORIZED SIGNATURE

**GENERAL TERMS & CONDITIONS  
PURCHASE ORDER/CONTRACT**

1. **ACCEPTANCE:** Seller shall be bound by this order and its terms and conditions upon receipt of this order.
2. **APPLICABLE LAW:** The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
3. **NON-FUNDING:** All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the terms of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
4. **COMPLIANCE:** Seller shall comply with all Federal, State and local laws, regulations and ordinances including, but not limited to, the prevailing wage rates of the WV Division of Labor.
5. **MODIFICATIONS:** This writing is the parties final expression of intent. No modification of this order shall be binding unless agreed to in writing by the Buyer.
6. **ASSIGNMENT:** Neither this Order nor any monies due, or to become due hereunder may be assigned by the Seller without the Buyer's consent.
7. **WARRANTY:** The Seller expressly warrants that the goods and/or services covered by this Order will: [a] conform to the specifications, drawings, samples or other description furnished or specified by the Buyer; [b] be merchantable and fit for the purpose intended; and/or [c] be free from defect in material and workmanship.
8. **CANCELLATION:** The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the Seller.
9. **SHIPPING, BILLING & PRICES:** Prices are those stated in this order. No price increase will be accepted without written authority from the Buyer. All goods or services shall be shipped on or before the date specified in this Order.
10. **LATE PAYMENTS:** Payments may only be made after the delivery of goods or services. Interest may be paid on late payments in accordance with the *West Virginia Code*.
11. **TAXES:** The State of West Virginia is exempt from Federal and State taxes and will not pay or reimburse such taxes.
12. **RENEWAL:** Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor / contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.

**Committee for the Purchase of  
Commodities and Services from the Handicapped**

P.O. Box 745  
Institute, WV 25112

**PURCHASING AGENCY  
NOTIFICATION OF FAIR MARKET PRICE DETERMINATION**

Betty Francisco  
WV Purchasing Division  
PO Box 50130  
Charleston WV 25305-0130

January 18, 2005

RE: Committee Establishment of Fair Market Price for Low Impact Monitoring  
Services for the Permit Section of the DOH Maintenance Division

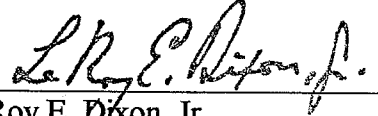
The Committee for the Purchase of Commodities and Services from the Handicapped (hereafter referred to as the Committee) in accordance with section 5A-3a-4(d) of the code of West Virginia, met on the above date and by majority vote established the following fair market price for the above project.

The Committee hereby approves an agreement between the State of West Virginia, and the West Virginia Association of Rehabilitation Facilities, Inc. (the designated Central Non-Profit Agency) for the above named project at the fair market price of \$31.94 per hour.

The fair market price is herein established and effective beginning January 1, 2005.

The Central Nonprofit Agency will assign this project to a Community Rehabilitation Program approved by the Committee to provide the service required by this agreement.

If you have any questions feel free to call WVARF (the Central Non-Profit Agency) at 304-766-4894. Thank you for using the services of West Virginia's citizens with disabilities and supporting the State Use program.

  
\_\_\_\_\_  
LeRoy E. Dixon, Jr.  
Committee Chair.

Chairman: LeRoy E. Dixon, Jr.  
Members: Brenda Morford, Donna Lipscomb, Linda Maniak, Everett Sullivan  
Ex Officio Members: Scott Padon, Executive Secretary  
Glenn McEndree, Executive Director, West Virginia Association of Rehabilitation Facilities, Inc.



West Virginia Association of Rehabilitation Facilities

January 18, 2005

Betty Francisco  
WV Purchasing Division  
PO Box 50130  
Charleston WV 25305-0130

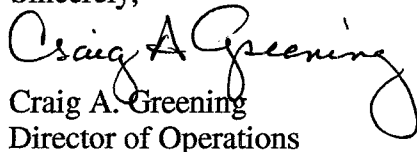
Dear Ms. Francisco;

Enclosed please find three documents relating to a change order request from the West Virginia Association of Rehabilitation Facilities, Inc. (WVVARF), in its role as the Central Nonprofit Agency. The change request is for the Low Impact Monitoring project. The first document is the letter from the Committee for the Purchase of Commodities and Services from the Handicapped (Committee) approving the requested price as the new Fair Market Price. The second is an agreement from WVVARF. The third is the pricing document showing the cost breakdown as approved by the Committee.

We respectfully request the price for monitors be increased from the current price of \$31.06 per hour to \$31.94 per hour. This request is based on the increase in the US Internal Revenue Service approved rate for mileage. For the calendar year 2004, the approved rate was \$0.385 mile; this rate has been increased to \$0.405 per mile for calendar year 2005. Please refer to the enclosed costing document for the details involved in crating the price.

Should you have any questions regarding this action, or the enclosed documents, please feel free to call me at any time.

Sincerely,

  
Craig A. Greening  
Director of Operations

RECEIVED  
2005 JAN 20 PM 3:32  
PURCHASING DIVISION  
STATE OF WV



West Virginia Association of Rehabilitation Facilities

## SERVICE AGREEMENT

### Change Order

Contractor: West Virginia Association of Rehabilitation Facilities, Inc., PO Box 745,  
Institute WV 25112

Work performed by: Harrison County Sheltered Workshop, Stonewood; Integrated  
Resources, Maben; SW Resources, Parkersburg

Work to be performed: Low Impact Monitoring Services

Contract Site: Statewide

Customer Contact: Betty Francisco, WV Purchasing Division, PO Box 50130,  
Charleston WV 25305-0130

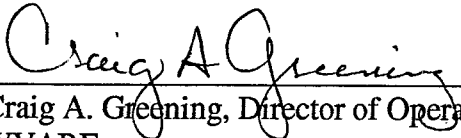
Period of Contract: October 1, 2004 – September 30, 2005

Billing Rate: Increase from \$31.06 per hour to \$31.94 per hour effective January 1,  
2005

Total Period Amount: Open ended

#### Notes:

- *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.*
- *The Vendor agrees to furnish all equipment and supplies required to perform the tasks agreed upon in the Statement of Work.*
- *WVARF agrees to provide services for the above amount pending final determination of the "Fair Market Price" by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.*

  
Craig A. Greening, Director of Operations  
WVARF

Jan 19, 2005  
Date

\_\_\_\_\_  
For the State of West Virginia

\_\_\_\_\_  
Date

## WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES

### LOW IMPACT MONITORS - Monitors

DATE: January 12, 2005

CRP: Harrison County Sheltered Workshop, Inc.

CUSTOMER: Division of Highways

Integrated Resources, Inc.

SW Resources, Inc.

LOCATION: Statewide

#### **A. Wage Data**

Direct Labor Wage	\$ 8.00
Direct Labor Taxes	13.00%

1.13

#### **B. Staffing Plan**

Time Allocation - Monitor	1.00
Total Time per day	1.00
Vacation-sick Direct Labor (days)	16

#### **C. Hourly Monitor Costs**

Direct Labor Wage + Tax	\$ 9.04
Direct Labor Vacation + Sick	\$ 0.07
Total wages, benefits, taxes	\$ 9.11

#### **D. Mileage and Equipment**

Mileage	\$ 12.15
Equipment	\$ 3.26
Uniforms	\$ 0.09

See attached schedule

See attached schedule

#### **E. Overhead and Burden**

15%	\$ 3.68
-----	---------

#### **F. Profit and Fees**

CRP profit - 10%	\$ 2.45
State Use Fee 3.75%	\$ 1.20

G. Participating CRP price \$ 30.74  
Price to Customer \$ 31.94

#### **H. Contract Period**

October 1, 2004 - September 30, 2005

#### **I. Notes**

A. Relief based on 16 paid days leave for vacation and sick.

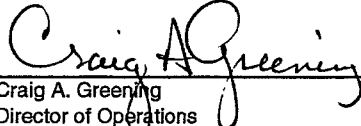
B. Price based upon a standard work week of 40 hours.

*The compensation rates for workers and supervisors, including wages and benefits will be paid at the rates established within this costing document.*

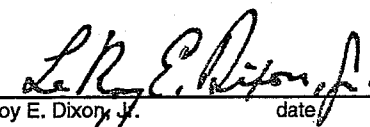
WVARF agrees to provide the above service for the amount indicated pending final approval by the Committee for the Purchase of Commodities and Services from the Handicapped.

Prepared and submitted by:

Accepted and Approved:

  
Craig A. Greening  
Director of Operations  
West Virginia Ass'n. of  
Rehabilitation Facilities, Inc.

1/19/05  
date

  
LeRoy E. Dixon, Jr.  
Chair  
Committee for the Purchase of Commodities  
and Services from the Handicapped

date

#### EQUIPMENT SCHEDULE - Monitors

	Purchase Price	Allocated Price	Hourly Price
1. CB Radio	\$ 80.00	\$ 26.67	\$ 0.44
2. Cell phone	\$ 50.00	\$ 50.00	\$ 0.83
3. 5lb fire extinguishers	\$ 72.00	\$ 24.00	\$ 0.40
4. Safety vest (green)	\$ 15.00	\$ 15.00	\$ 0.25
5. Reflecting triangles (3)	\$ 50.00	\$ 16.67	\$ 0.28
6. Vehicle identification signs	\$ 30.00	\$ 20.00	\$ 0.33
7. Yellow flashing roof light	\$ 85.00	\$ 28.33	\$ 0.47
8 First aide/CPR kit	\$ 30.00	\$ 15.00	\$ 0.25
			\$ 3.26

Allocated price is based on the number years equipment is estimated to remain in service.  
Hourly price is based on estimated number of hours in service per year (60 hr/mth).  
Cell phone is based on monthly service fee.

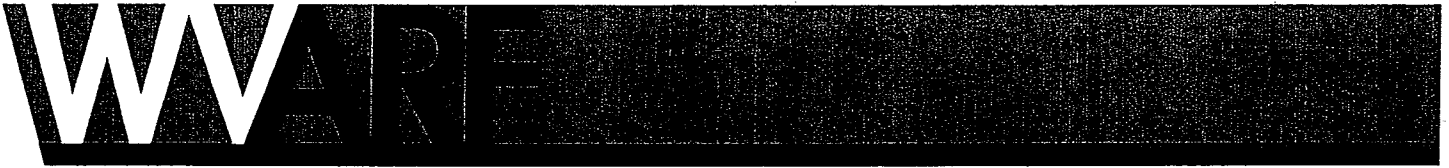
#### MILEAGE CALCULATION

Estimate an average of four hours per move. Estimate three-quarters of this time is spent in travel.  
Based on an average speed of 40 mph.  
Then, four hours times 0.75, times 40 miles, times \$0.405/mile equals 48.6  
Then 48.6 divided by four hours on the clock equals \$12.15. 12.15

#### Uniform Calculation

\$14.00 per golf style shirt  
\$5.50 per baseball style hat  
\$30.00 per safety vest, "lime safety" in color

1. Estimated each safety vest will last 2080 hours.
2. Estimated each hat will last 2080 hours.
3. Estimated each shirt will last 520 hours.
4. Total cost per year per worker, estimated at \$91.50.  $((14 \times 4) + 5.5 + 30)$
5. \$91.50 divided by 2080 = \$0.0439
6. Estimated each worker will work half-time.  $0.04039 \times 2 = 0.0878$



West Virginia Association of Rehabilitation Facilities

February 14, 2005

Betty Francisco  
WV Purchasing Division  
PO Box 50130  
Charleston WV 25305-0130

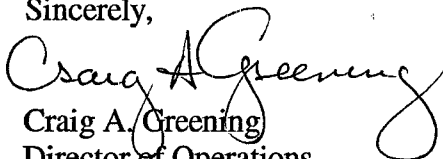
Dear Ms. Francisco;

I am respectfully requesting that the following change be made in the Low Impact Monitor project identified in WVARF04.

As we are required to perform this service on the WV Toll Road from time to time, we ask that we be compensated for this expense on an actual cost basis. We will submit receipts for these tolls, and request payment for them on that basis.

Thank you for your consideration of this matter. If I can answer any questions, please do not hesitate to give me a call at 304-766-4894.

Sincerely,

  
Craig A. Greening  
Director of Operations



**Committee for the Purchase of  
Commodities and Services from the Handicapped**

P.O. Box 745  
Institute, WV 25112

**NOTIFICATION OF FAIR MARKET PRICE DETERMINATION**

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

January 19, 2005

**RE:** Committee Establishment of Fair Market Price for:  
Pass-through Pricing for Liquid Hand Soap and UPS shipping

The Committee for the Purchase of Commodities and Services from the Handicapped (hereafter referred to as the Committee) in accordance with section 5A-3a-4(d) of the code of West Virginia has met on the above date and by majority vote established the following fair market price for the above project.

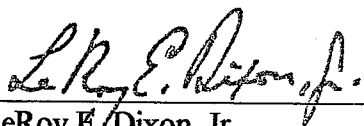
The Committee hereby approves an agreement between the State of West Virginia, and the West Virginia Association of Rehabilitation Facilities, Inc. (the designated Central Non-Profit Agency) for the above named products at the fair market price of:

*See Attached*

The fair market price is herein established effective January 1, 2005.

The Central Non-Profit Agency will assign this project to a Community Rehabilitation Program approved by the Committee to provide the service required by this agreement.

If you have any questions feel free to call WVARF (the Central Non-Profit Agency) at 304-766-4894. Thank you for using the services of West Virginia's citizens with disabilities and supporting the State Use program.

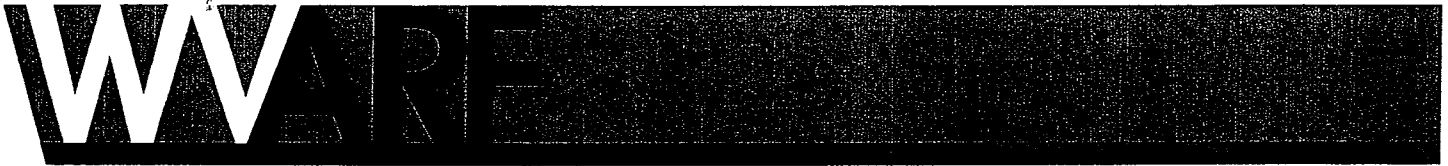
  
\_\_\_\_\_  
LeRoy E. Dixon, Jr.  
Committee Chair

Chairman: **LeRoy E. Dixon, Jr.**

Members: **Brenda Morford, Donna Lipscomb, Linda Maniak, Everett Sullivan**

Ex Officio Members: **Scott Padon**, Executive Secretary

**Glenn McEndree**, Executive Director, West Virginia Association of Rehabilitation Facilities, Inc.



West Virginia Association of Rehabilitation Facilities

January 21, 2005

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

Dear Ms. Francisco:

Please find attached information developed for, reviewed by and approved by the *Committee for the Purchase of Commodities and Services from the Handicapped* at the January 20, 2005 meeting for:

- Pass-through price increases for Liquid Hand Soap raw material/components (3%) and UPS shipping (3%)  
**(Can these be made effective January 1, 2005?)**
- Item addition to WVARF04 of Orange Waterless Hand Soap, smooth, gallons with pump

Paperwork for each includes:

- Committee Notification of Fair Market Price Determination
- WV ARF Service Agreement
- No Debt Affidavit
- Soap Costing Sheet for pass-through pricing and item addition to Statewide Contract

Should you need additional information or have questions, please give me a call.

Sincerely,

  
Ken Kennedy  
WVARF Marketing Representative

PURCHASING DIVISION  
STATE OF WV

2005 JAN 25 AM 10:47

## Liquid Hand Soap Pricing

### Change Order

January 1, 2005

DESCRIPTION		Total
		Price
107	Hand Soap, Antibacterial, 800 ml. size pouch	\$63.63
108	Hand Soap, Antibacterial, Gallons	52.36
109	Hand Soap, Lotion, 800 ml. size pouch	54.85
110	Hand Soap, Lotion, Gallons	43.28
111	Body Shampoo, 800 ml. size pouch	63.33
112	Body Shampoo, Gallons	59.20
113	Orange Waterless Hand Soap, With Grit, Gallons, with pump	52.59
114	Moisturizing Instant Sanitizer, 800 ml. size pouch	91.42
115	Moisturizing Instant Sanitizer, 4 oz. bottles	54.74
116	Wipes in a Tub, 130 Count	79.30
117	GOJO Dispenser - Wall mounted unit, 800 ml. pouches	11.98
118	Gallon Bottle Pump	8.21
119	PressPak - Pink lotion soap, 800 ml. size pouch	59.83
120	PressPak Dispenser - Wall mounted unit, 800 ml. pouches	11.72



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# Purchase Order

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

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VARIOUS LOCALES AS INDICATED  
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DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
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SHIP VIA		F.O.B.		FREIGHT TERMS		ACCOUNT NUMBER	
BEST WAY		DESTINATION		PREPAID		VAR-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
0152		968-47		LOW IMPACT MONITORING & ASSOCIATED			
			SIGNATURE	DATE			
							TOTAL

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

APPROVED AS TO FORM BY  
ASSISTANT ATTORNEY GENERAL

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