



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

**CHANGE ORDER**  
 6

**SEE REVERSE SIDE FOR  
 TERMS AND CONDITIONS**

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

## AGENCY COPY

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

ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
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 BY ORDER

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
02/25/2005		NET 30		550633886			
SHIP VIA		FOB		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				
0153		CS	CHANGE ORDER #06				
	ADD ORANGE SMOOTH WATERLESS HANDSOAP IN ONE-GALLON BOTTLES, PACKAGED FOUR GALLONS PER CASE.						
	COST: \$61.62/CASE						
	THIS PRODUCT IS ORDERED THROUGH WVARF. TO PLACE AN ORDER, CALL JOYHCE WYSONG AT 304-766-4894, FAX 304-768-4607.						
	PRODUCT WILL BE INVOICED BY AND PAYMENT MADE TO WVARF. PRICE FOR THIS PRODUCT INCLUDES ALL DELIVERY COSTS.						
	09/30/2004		485-86		61.32000		
	ORANGE SMOOTH WATERLESS HAND SOAP 4/1 GALLON BOTTLES						
	PREVIOUS PO TOTAL==>      OPEN END						
	PO NET CHANGE (+)==>						

WV STATE PURCHASING DIVISION  
 ADMINISTRATION UNIT  
 CERTIFIED ENCUMBERED

MAR 11 2005

*Beverly Toler*

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE  *5173905*

OPEN END

**TOTAL**

*Dwayne Wayfield*  
 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 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 ü160.103) and will be disclosing Protected Health Information (45 CFR ü160.103) to the vendor.



West Virginia Association of Rehabilitation Facilities

### STATE WIDE CONTRACT AGREEMENT CHANGE ORDER

This Change Order is for Orange Smooth Waterless Hand Soap in one-gallon bottles.

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

**Work performed by:** Sheltered Workshop of Nicholas County, Craigsville

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

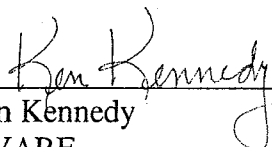
**Period of Contract:** January 1, 2005

**Billing Rate:** \$61.32 – packaged four gallons per case

**Total Period Amount:** Open ended.

**Notes:**

- *WV ARF 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.*

  
 \_\_\_\_\_  
 Ken Kennedy  
 WVARF

1-21-05  
 \_\_\_\_\_  
 Date

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

\_\_\_\_\_  
 Date

**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:  
Item Addition to WVARF04 Orange Waterless Soap - Smooth

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:

*Orange Waterless Hand Soap, Smooth, Gallons, with pump*      61.32

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.



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<b>SHIP VIA</b> BEST WAY	<b>FOB</b> DESTINATION	<b>FREIGHT TERMS</b> PREPAID	<b>ACCOUNT NUMBER</b> 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
0153	485-86		ORANGE SMOOTH WATERLESS HAND SOAP 4		
		SIGNATURE _____	DATE _____		

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

**TOTAL**

APPROVED AS TO FORM BY  
 ASSISTANT ATTORNEY GENERAL

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